

## ASCENDER Employee Portal



**ASCENDER Employee Portal accounts allow employees to view their personnel information, wage statements, and leave balances.**

**Users solely create and manage their ASCENDER Employee Portal account.**

### Frequently Asked Questions

- 1. What should I do if I do not have an ASCENDER Employee Portal account?**
  - Create an account using the instructions in the following pages.
- 2. What should I do if I have forgotten my user name and/or password to login?**
  - Email the Helpdesk ([helpdesk@elginisd.net](mailto:helpdesk@elginisd.net)) to have your account deleted. Please include your 6-digit employee number with your work order.
- 3. What should I do if I lock my account?**
  - Email the Helpdesk ([helpdesk@elginisd.net](mailto:helpdesk@elginisd.net)) to have your account deleted. Please include your 6-digit employee number with your work order.
- 4. What should I do if my personnel information is incorrect or out of date?**
  - Contact the Human Capital office at ext. 1200 or [hc@elginisd.net](mailto:hc@elginisd.net)
  - Contact the Payroll office at ext. 1219 or [payroll@elginisd.net](mailto:payroll@elginisd.net)