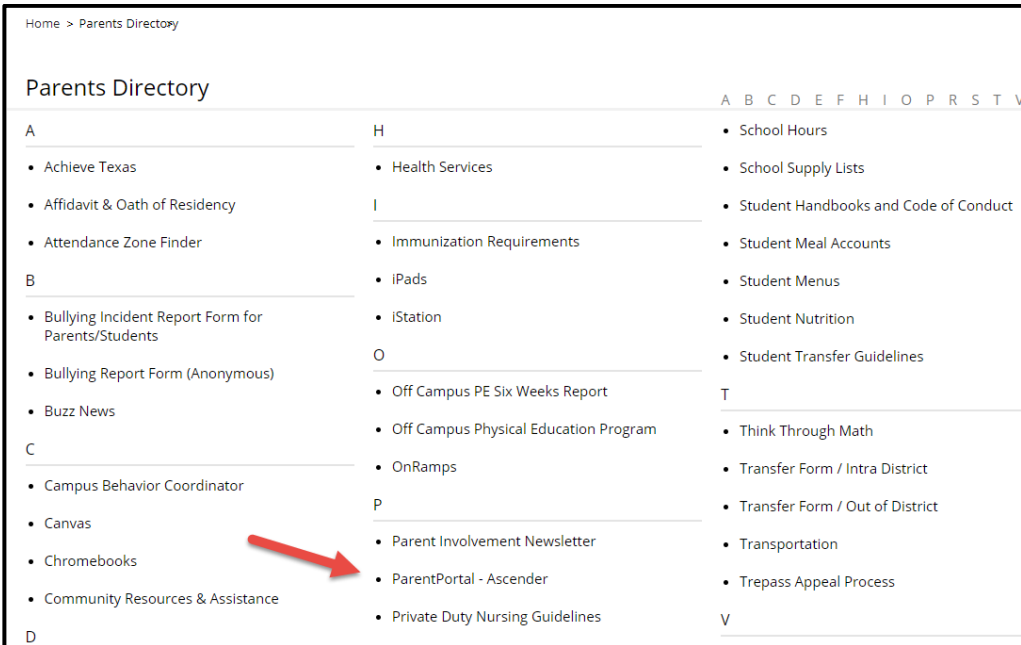
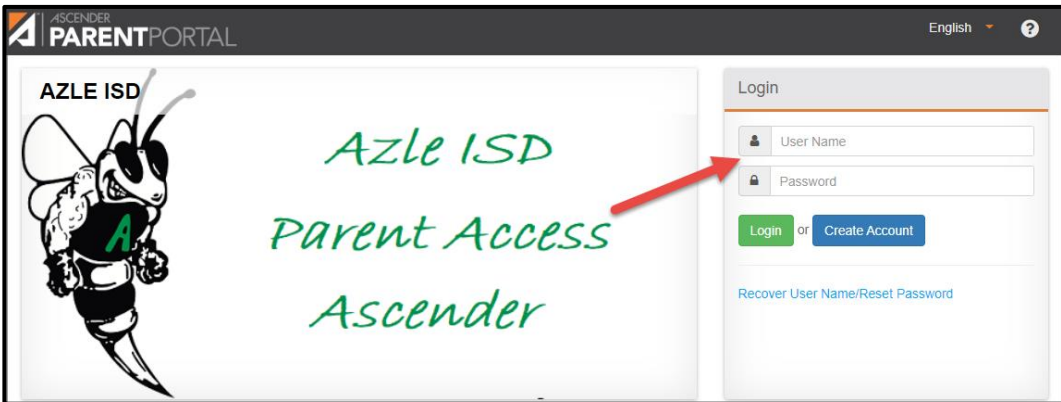


# Instructions for Enrolling a Student with an Existing ParentPortal Account

1. Go to Azle ISD's home page at <https://www.azleisd.net/>
2. Click on "Parents"
3. Click on "Parent Portal – Ascender"



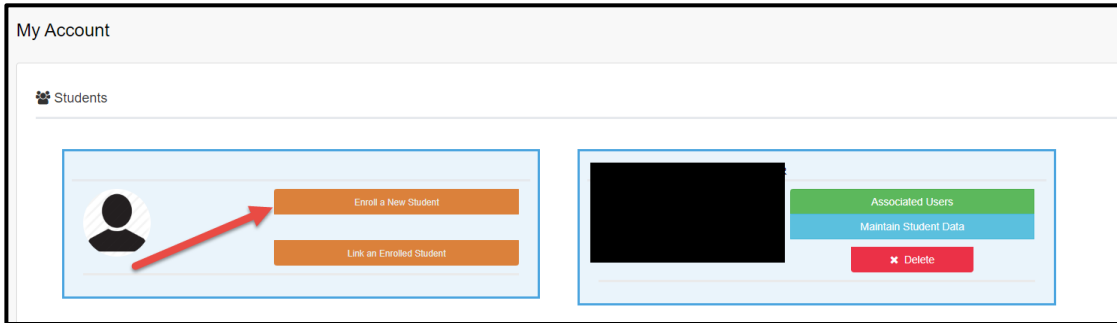
4. Enter username and password (if password is unknown, you may click on "Recover User Name/Reset Password")



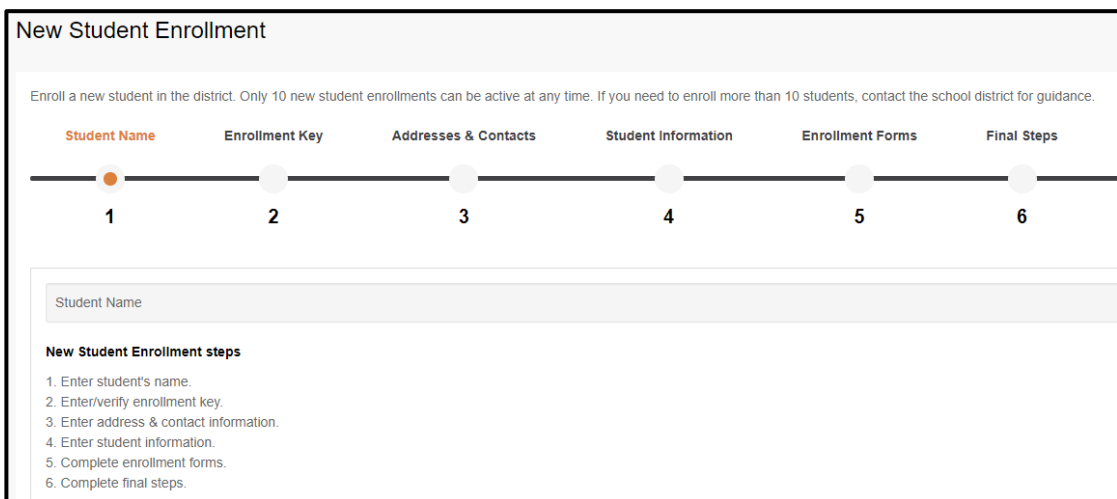
5. Click on "Account" in top right corner, and select "My Account"



6. Click on “Enroll a New Student”

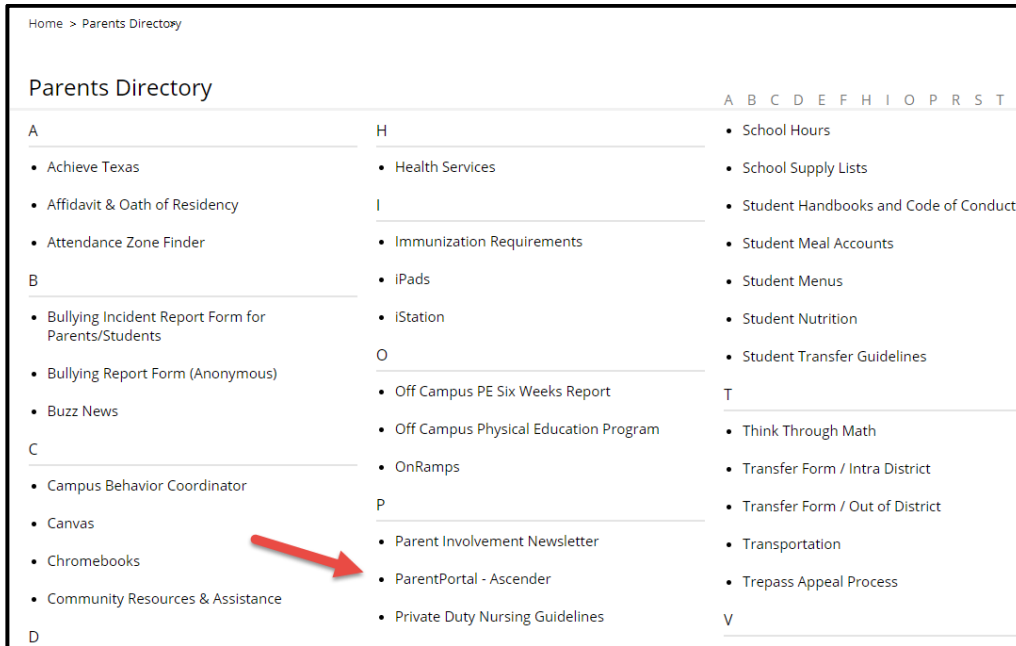


7. Enter new student’s information in steps 1-6. The final step will provide you with a confirmation number and submit to the district. Please contact the campus representative to let them know that you have completed the online process.

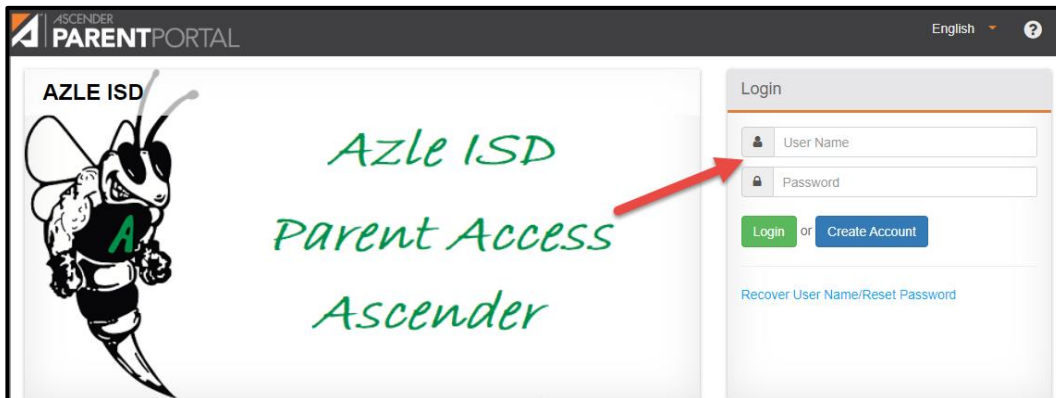


# Instrucciones para Registrar a un Estudiante con una Cuenta Existente en el Portal de Padres

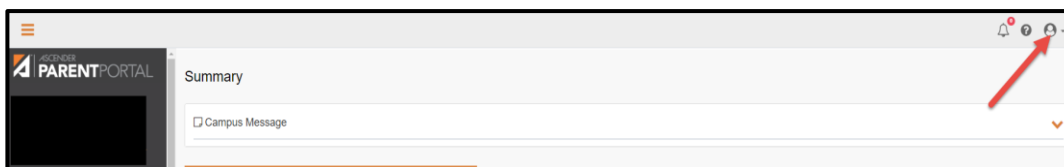
1. Vaya a la página de inicio de Azle ISD's en <https://www.azleisd.net/>
2. Haga clic en "Parents"
3. Haga clic "Parent Portal – Ascender"



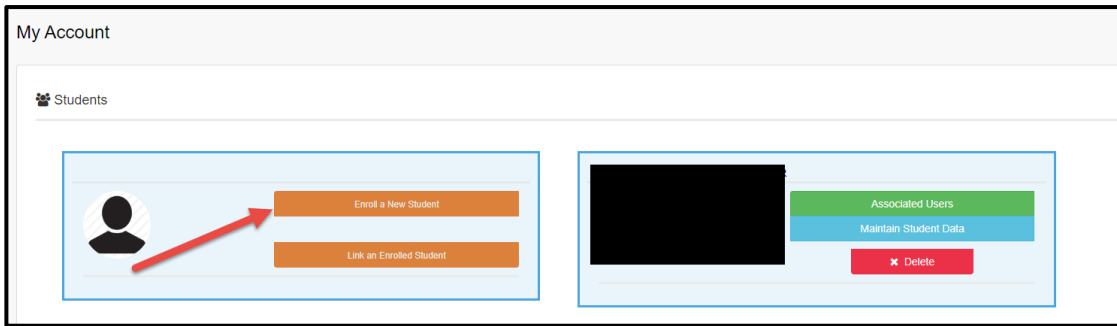
4. Entre su nombre de usuario y contraseña (si no recuerda su contraseña, puede hacer clic en "Recover User Name/Reset Password")



5. Haga clic en "Account" en la esquina superior derecha, y seleccione "My Account"



6. Haga clic en “Enroll a New Student” (Registrar Estudiante Nuevo)



7. Entre la información del estudiante nuevo en los pasos del 1-6. El último paso le proveerá un número de confirmación y el registro será sometido al distrito. Por favor comuníquese con el representante de escuela y déjele saber que completó el procedimiento en línea.

The screenshot shows the 'New Student Enrollment' page. At the top, it says 'Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.' Below this is a progress bar with six steps: 'Student Name', 'Enrollment Key', 'Addresses & Contacts', 'Student Information', 'Enrollment Forms', and 'Final Steps'. The first step, 'Student Name', is highlighted with an orange dot and the number '1'. Below the progress bar is a text input field labeled 'Student Name'. At the bottom, there is a section titled 'New Student Enrollment steps' with a numbered list of instructions.

**New Student Enrollment steps**

1. Enter student's name.
2. Enter/verify enrollment key.
3. Enter address & contact information.
4. Enter student information.
5. Complete enrollment forms.
6. Complete final steps.