



## Online Registration Guide for NEW STUDENTS

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### This is for NEW STUDENTS ONLY.

First, you will go to [nbsd.org](http://nbsd.org) > Parents tab > ASCENDER.

You will need to create an account for your new student by clicking the “Create Account” tab.

- Create your User Name (6 to 25 alphanumeric characters).
- Create your Password (8 to 46 characters and must contain at least 3 of these character types: uppercase, lowercase, numeric, special characters. This is case sensitive).
- Re-enter your password to confirm it. Must match exactly.
- Enter your e-mail address and confirm it.
- Optional - Enter your Mobile Number (10 digits).
- Click Next.

ASCENDER PARENT PORTAL

Login Create Account New Student Enrollment NEW BRAUNFELS ISDDocuments

User Information Security Question Complete

User Name:

Password:

Password Verification:

Email Address:

Mobile Number (10 digits):

Next Cancel



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You will select a security question, type in your answer and click “Next”.

A screenshot of the ASCENDER PARENTPORTAL interface during the account creation process. The top navigation bar includes "Login", "Create Account", "New Student Enrollment", and "NEW BRAUNFELS ISDDocuments". A progress indicator shows three steps: "User Information", "Security Question" (the current step), and "Complete". Below the progress bar, a message reads: "This information will assist you in resetting a lost password." The "Select Question:" dropdown menu is open, showing "What was your high school mascot?". Below it, the "Answer:" field contains the text "Answer". At the bottom right, there are three buttons: "Back", "Next", and "Cancel". A yellow arrow points to the "Next" button.A screenshot of the ASCENDER PARENTPORTAL interface after the security question step. The progress indicator now shows "User Information", "Security Question", and "Complete" (the current step). A message in the center reads: "Your ASCENDER ParentPortal account has been created." At the bottom right, there is a single "Finish" button. A yellow arrow points to the "Finish" button.

Then click “Finish”.



## New Braunfels Independent School District

Next, you will sign into the email account you used to set up the account. You will click “Validate Email” and it will redirect you to the sign in page to sign into your newly created account.



**nbisdregistration@nbisd.org**

to me ▾

Welcome to ParentPortal

You are being sent this link because you registered your email for ParentPortal for NEW BRAUNFELS ISD

Please click the following link to validate your email:

[Validate Email](#)



Once signed in, click “Enroll a New Student”

My Account

 Students



Enroll a New Student



Link an Enrolled Student





## Step 1 – Student Name

You will enter the information for your student in fields, then click “Continue”.

### New Student Enrollment

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.

**Student Name**    Enrollment Key    Addresses & Contacts    Student Information    Enrollment Forms    Final Steps

1    2    3    4    5    6

Student Name

**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.

\*If you have previously enrolled students, you may [Skip to Step 4](#)

To get started, enter the student's name:

First Name:

Middle Name:

Last Name:



## Step 2 – Enrollment Key

You will then need to enter the Captcha letters in the space provided and click the blue continue button.

New Student Enrollment

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Student Name    **Enrollment Key**    Addresses & Contacts    Student Information    Enrollment Forms    Final Steps

1    2    3    4    5    6

Type the characters displayed below and click Continue.

IFUKDF

Continue

You will see a message showing “Your key has been created and verified” then click “Continue”.

New Student Enrollment

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.

Student Name    **Enrollment Key**    Addresses & Contacts    Student Information    Enrollment Forms    Final Steps

1    2    3    4    5    6

Your key has been created and verified.

Continue



### Step 3 – Addresses and Contacts

The next screen you will need to add a physical and mailing address, family members and other contacts. You will click the blue Add Address and the Address window will open. **Type** the complete Physical Address and Mailing Address in the fields provided. If you do not enter data in a required field, a message is displayed when you click “Save”, and you must provide the data to continue.

Click **Save**. The window closes. To add another address, click Add Address again.

Click **Edit** next to the address to make changes if needed.

Click **Save** to save your updates.

Under **Family Contacts**, enter contact information for up to six of the student’s family and emergency contacts.

Click **Add Contact**. Enter data in the fields. Scrolling may be required in order to view all fields.

Click **Save**.

To add another contact, click Add Contact.

To edit an existing contact, click Edit next to the contact.

Click **Save** to save your updates, then click **Continue**.

New Student Enrollment

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.

Student Name    Enrollment Key    **Addresses & Contacts**    Student Information    Enrollment Forms    Final Steps

1    2    3    4    5    6

Family Addresses

Address Information	Street Number	Street Name	City	Zip	
No data					To add an address to the list, click Add Address.

Family Contacts

Contacts Information	First Name	Last Name	Relation	
No data				To add a contact to the list, click Add Contact.

Continue



### Step 4 - Student Information

Next you will enter the student information. Click Add/Edit Info for the student.

Address Information – Select your child’s address. To add another address, click Return to Step 3. When complete, return to Step 4.

Contact Information – IMPORTANT – From those listed as contacts, select Primary Contact for the one who is the primary contact.

Check all contacts in the box to the left of each name. This information is imported into the database on the appropriate campus. If you do not check a contact, they will not be imported into your child’s record.

Scroll down to continue entering your child’s information.

Note: You must complete the required information or it will not allow you to click the “Save and Continue.”

Select your contact(s) below.

Select	Name	Primary Contact?
<input type="checkbox"/>	Mom Test	<input checked="" type="checkbox"/>

**Required**  
Return to Step 3 Click here if you need to add or edit a contact.

Click Save and Continue or Save and Continue Later if not complete and need to continue at a later time.



## Step 5 – Enrollment Forms

Here you will download and read the any required documents. Under “Standard Enrollment Forms” each one must be completed. You cannot complete enrollment unless these forms have been done. Then you can click “Enroll Student”.

The screenshot displays a progress bar at the top with six steps: 1. Student Name, 2. Enrollment Key, 3. Addresses & Contacts, 4. Student Information, 5. Enrollment Forms (highlighted in orange), and 6. Final Steps. Below the progress bar, the 'Selected Student' section shows a dropdown menu with 'Test' selected and a 'Choose Another Student' button. A black arrow points to the 'Downloadable Enrollment Forms' section, which contains several expandable form categories: 'Directory Information', 'NBISD Acceptable Use of Technology', 'Free and Reduced Meal Program Information', and 'Optional Protection Plan'. The 'Standard Enrollment Forms' section is expanded, showing a list of seven forms:

Form Name	Description
1. Student Health Information Sheet ⓘ	Complete the form to the best of your knowledge.
2. Ethnicity and Race Data Questionnaire ⓘ	Complete the form to the best of your knowledge.
3. Migrant Education Program - Family Survey ⓘ	Complete the form to the best of your knowledge.
4. Student Residency Questionnaire ⓘ	Complete the form to the best of your knowledge.
5. Falsification of Documents & Identity Verification ⓘ	Complete the form to the best of your knowledge.
6. Student Media Release ⓘ	Complete the form to the best of your knowledge.
7. Student Directory Information Release ⓘ	Complete the form to the best of your knowledge.

A black arrow points to the 'Enroll Student' button at the bottom right of the interface.





New Braunfels Independent School District

Click “Add another Student” to enroll another student. It will take you through the same steps as above.

**If finished entering students, you will see your student(s) listed under Enrollment Confirmation.**

Click **Print** under Print Enrollment Confirmation. The Confirmation will appear. Click Print in the upper right corner of the screen. After printing, click Close Window to be returned to the Final Steps screen. Save for your records (the campus may request a copy).

**Click the person icon at the top to Logout or return to the My Account page.**