



AMERICAN
SCHOOL
COUNSELOR
ASSOCIATION

Using the ASCA Certification Portal

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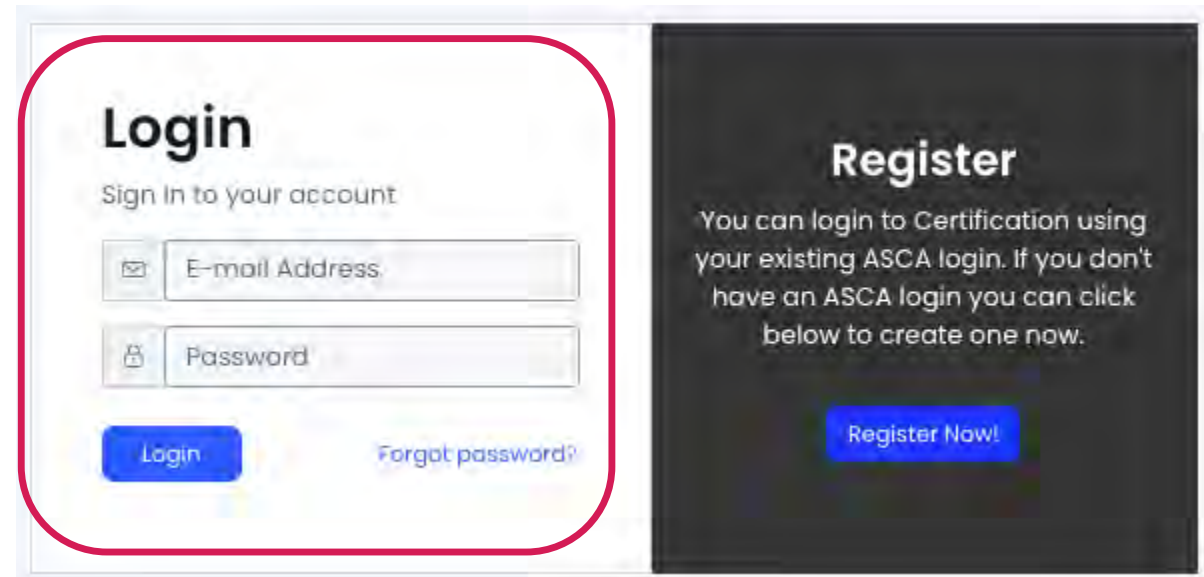
1. Start Here
2. Determine if You Have an Application
3. If You Do Not Have an Application

1: Start Here

1. Visit [ASCA Portals](#)
2. Open link to **ASCA-Certified School Counselor**

2: Determine if You Have An Application

1. If you **are** an ASCA member, enter your ASCA credentials on the left, and click **Login**. [Click here](#) after logging in.
2. If you **are not** an ASCA member, [click here](#).



The screenshot shows two side-by-side panels. The left panel is titled "Login" and contains the text "Sign In to your account". It features two input fields: "E-mail Address" with an envelope icon and "Password" with a lock icon. Below these fields are a blue "Login" button and a link for "Forgot password?". The right panel is titled "Register" and contains the text "You can login to Certification using your existing ASCA login. If you don't have an ASCA login you can click below to create one now." Below this text is a blue "Register Now!" button.

Create Guest Login

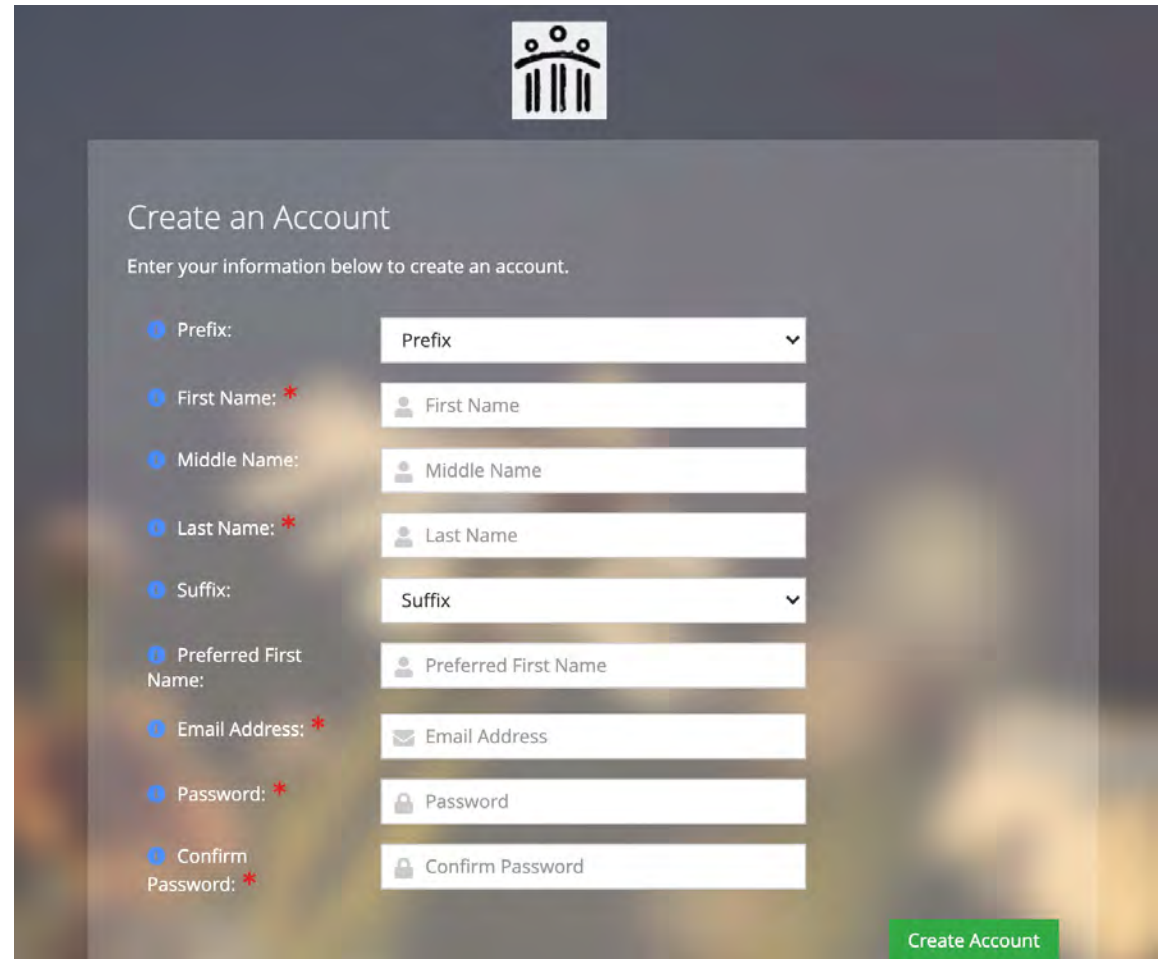
If you **are not** an ASCA member, select Register Now.

The image shows a user interface for logging in and registering. On the left, the 'Login' section is titled 'Login' and includes the instruction 'Sign in to your account'. It features two input fields: 'E-mail Address' and 'Password', each with a corresponding icon (an envelope and a lock). Below these fields are a blue 'Login' button and a link for 'Forgot password?'. On the right, the 'Register' section is highlighted with a red rounded rectangle. It is titled 'Register' and contains the text: 'You can login to Certification using your existing ASCA login. If you don't have an ASCA login you can click below to create one now.' Below this text is a blue 'Register Now!' button.

Create Guest Login

**NOTE – A new page will open.
Do the following:**

1. Complete the registration information requested.
2. When you click Create Account, you will be re-directed to the ASCA home page.



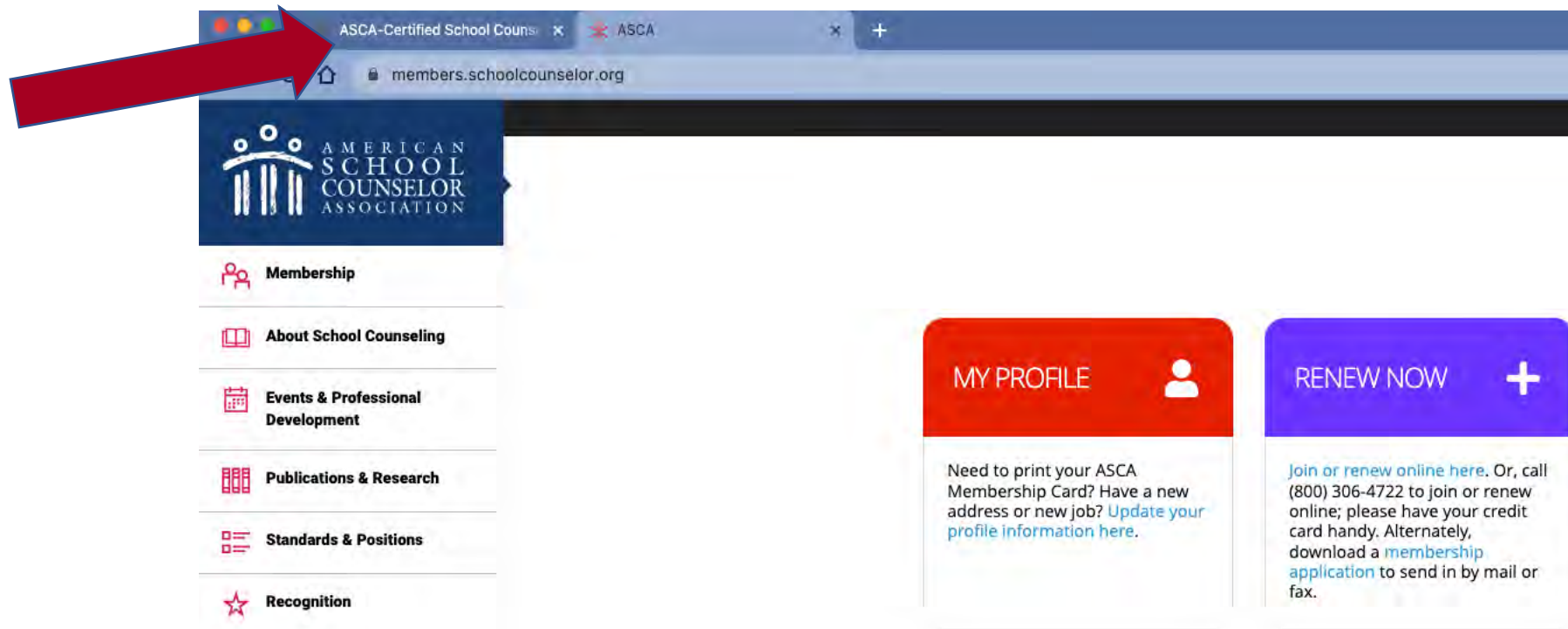
The screenshot shows a registration form titled "Create an Account" with the instruction "Enter your information below to create an account." The form includes the following fields:

- Prefix: A dropdown menu with "Prefix" selected.
- First Name: A text input field with a red asterisk indicating it is required.
- Middle Name: A text input field.
- Last Name: A text input field with a red asterisk indicating it is required.
- Suffix: A dropdown menu with "Suffix" selected.
- Preferred First Name: A text input field.
- Email Address: A text input field with an envelope icon.
- Password: A text input field with a lock icon and a red asterisk indicating it is required.
- Confirm Password: A text input field with a lock icon and a red asterisk indicating it is required.

A green "Create Account" button is located at the bottom right of the form.

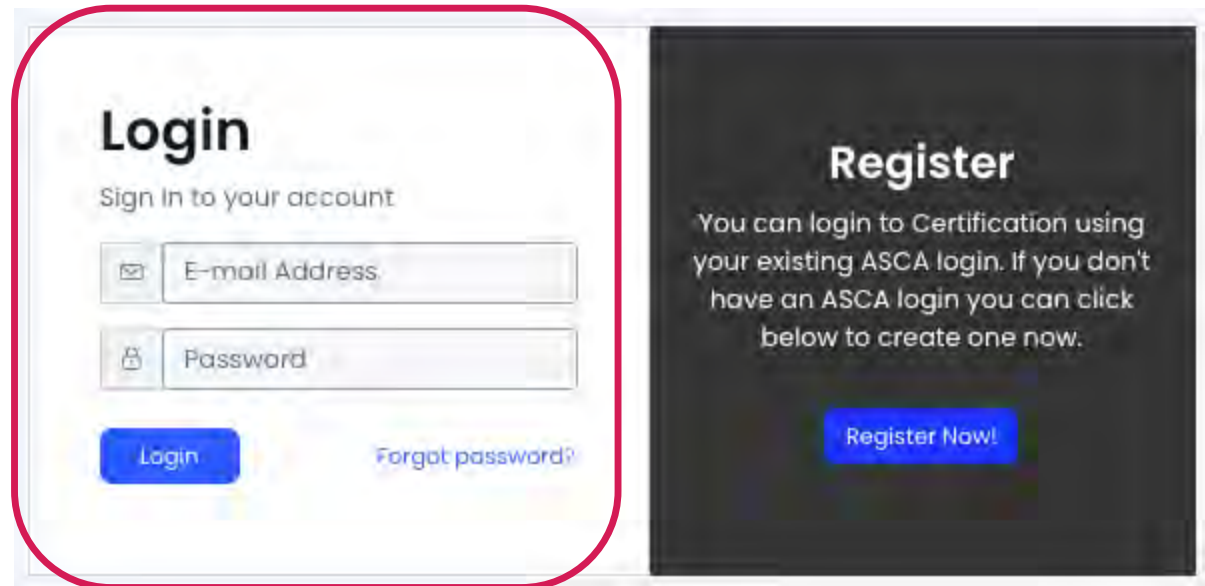
Create Guest Login

From the ASCA home page (below), return to the ASCA-Certified School Counselor tab:



2: Determine if You Have An Application

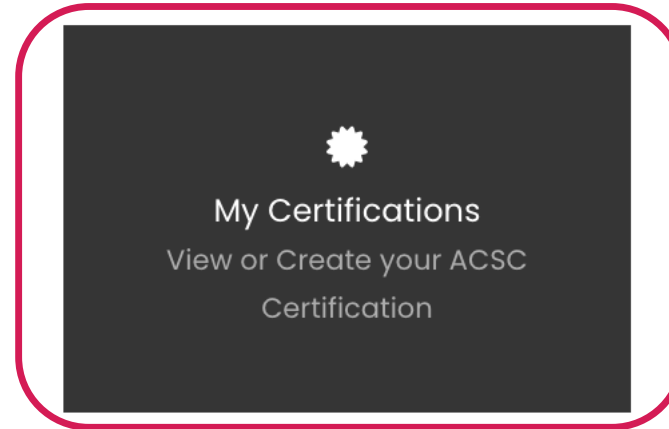
Enter the
username/password you
just created, and click **Login**:



The screenshot shows two panels. The left panel, titled "Login", is highlighted with a red rounded rectangle. It contains the text "Sign In to your account" and two input fields: "E-mail Address" and "Password". Below these fields are a blue "Login" button and a link for "Forgot password?". The right panel, titled "Register", has a dark background and contains the text "You can login to Certification using your existing ASCA login. If you don't have an ASCA login you can click below to create one now." and a blue "Register Now!" button.

2: Determine if You Have An Application

Select My Certifications:



2: Determine if You Have An Application

If your application is listed, click **Select Application**:

Select Application				
Id	Owned By	Created On	Edit	
1640	Joni Shook	May 12th, 2021	<input checked="" type="checkbox"/> Select Application	

If you do not have an application, [click here](#).

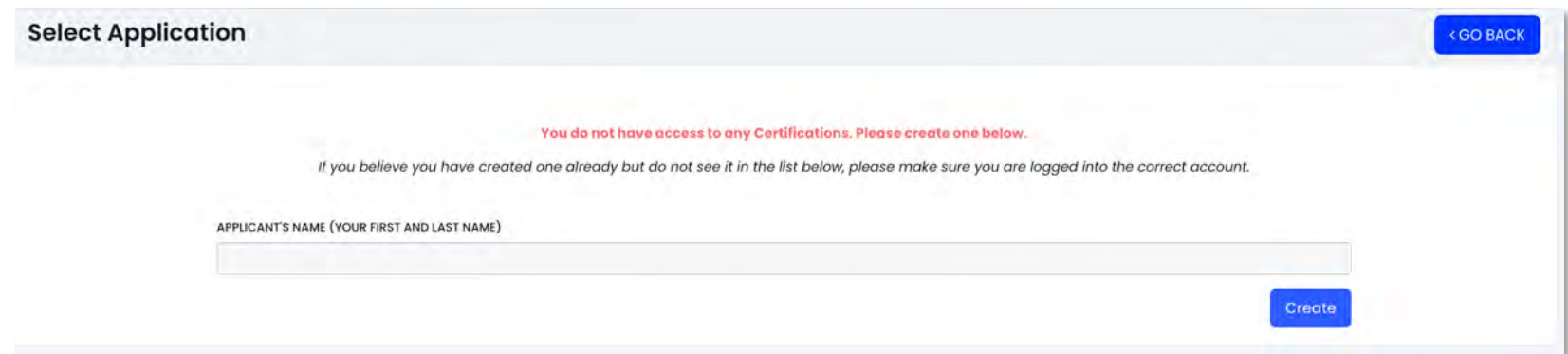
2: Determine if You Have An Application

You are now ready to start adding information to the various sections.



3: You Do Not Have An Application

If you do not have an application, enter your first and last name and select **Create**:



Select Application [< GO BACK](#)

You do not have access to any Certifications. Please create one below.

If you believe you have created one already but do not see it in the list below, please make sure you are logged into the correct account.

APPLICANT'S NAME (YOUR FIRST AND LAST NAME)

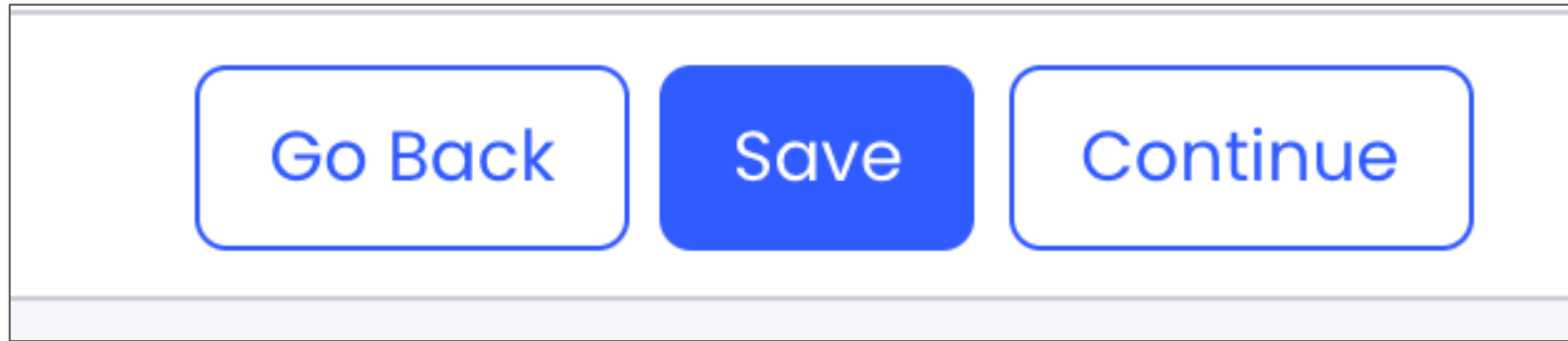
[Create](#)

3: You Do Not Have An Application

You are now ready to start adding information to the various sections.



Always Click SAVE



If you need assistance, submit a support request at in the portal.

