



AMERICAN
SCHOOL
COUNSELOR
ASSOCIATION

Using the ASCA Districts and Universities Portal

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1: Start Here

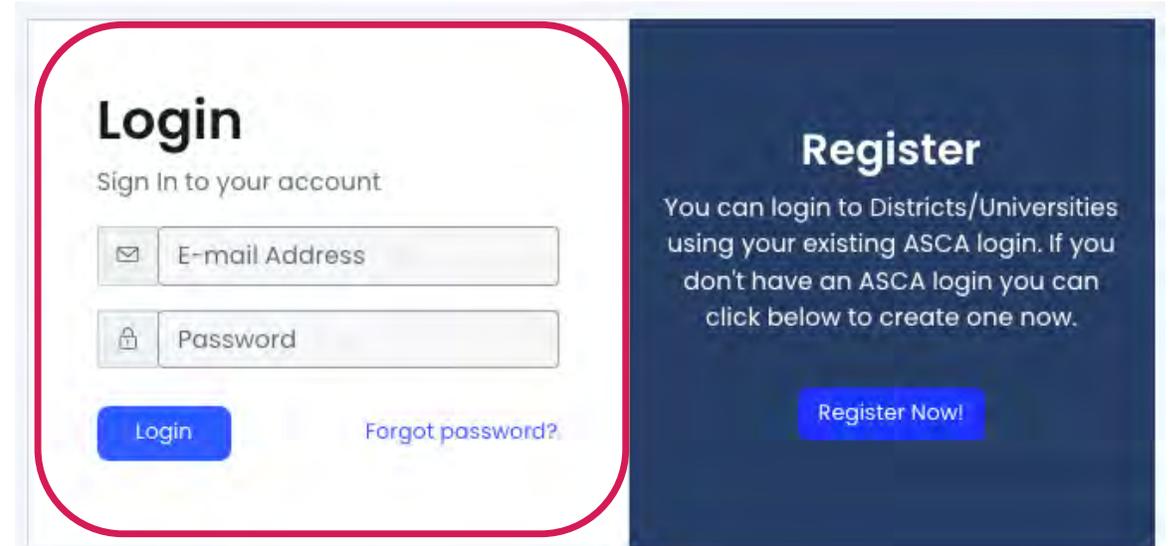
1. Visit [ASCA Portals](#)
2. Open link to **ASCA National Model for Districts and Universities**

Only one school counselor per school completes this process.

2: Determine if Your School Has An Account

Each school counselor in the school will have a separate login and password. Do not share your login and password with your co-workers.

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



The screenshot shows a user interface with two main sections. The left section, titled "Login", is enclosed in a red rounded rectangle. It contains the text "Sign In to your account" above 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 "Forgot password?". The right section, titled "Register", has a dark blue background and contains the text "You can login to Districts/Universities using your existing ASCA login. If you don't have an ASCA login you can click below to create one now." followed by a blue "Register Now!" button.

Create Guest Login

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

Login
Sign In to your account

[Login](#) [Forgot password?](#)

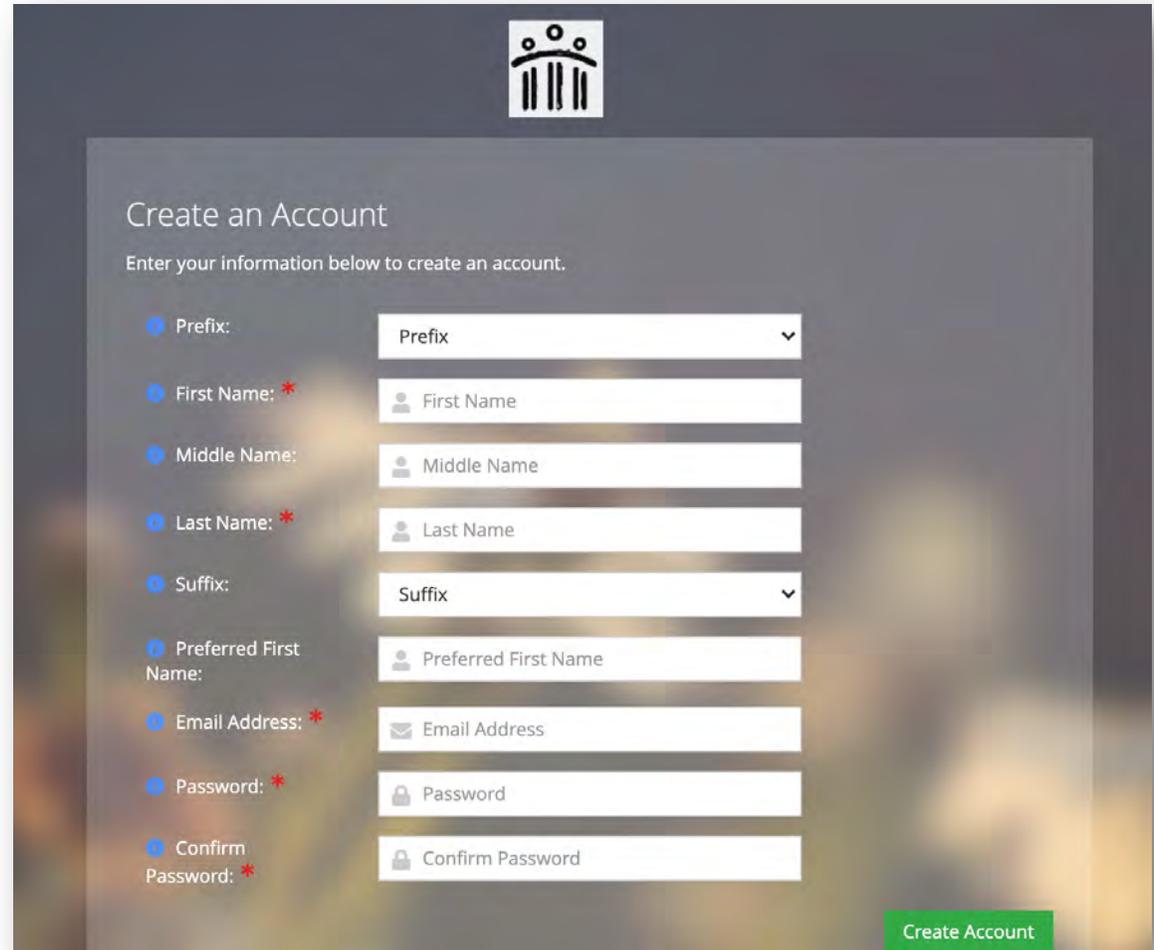
Register
You can login to Districts/Universities using your existing ASCA login. If you don't have an ASCA login you can click below to create one now.

[Register Now!](#)

Create Guest Login

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

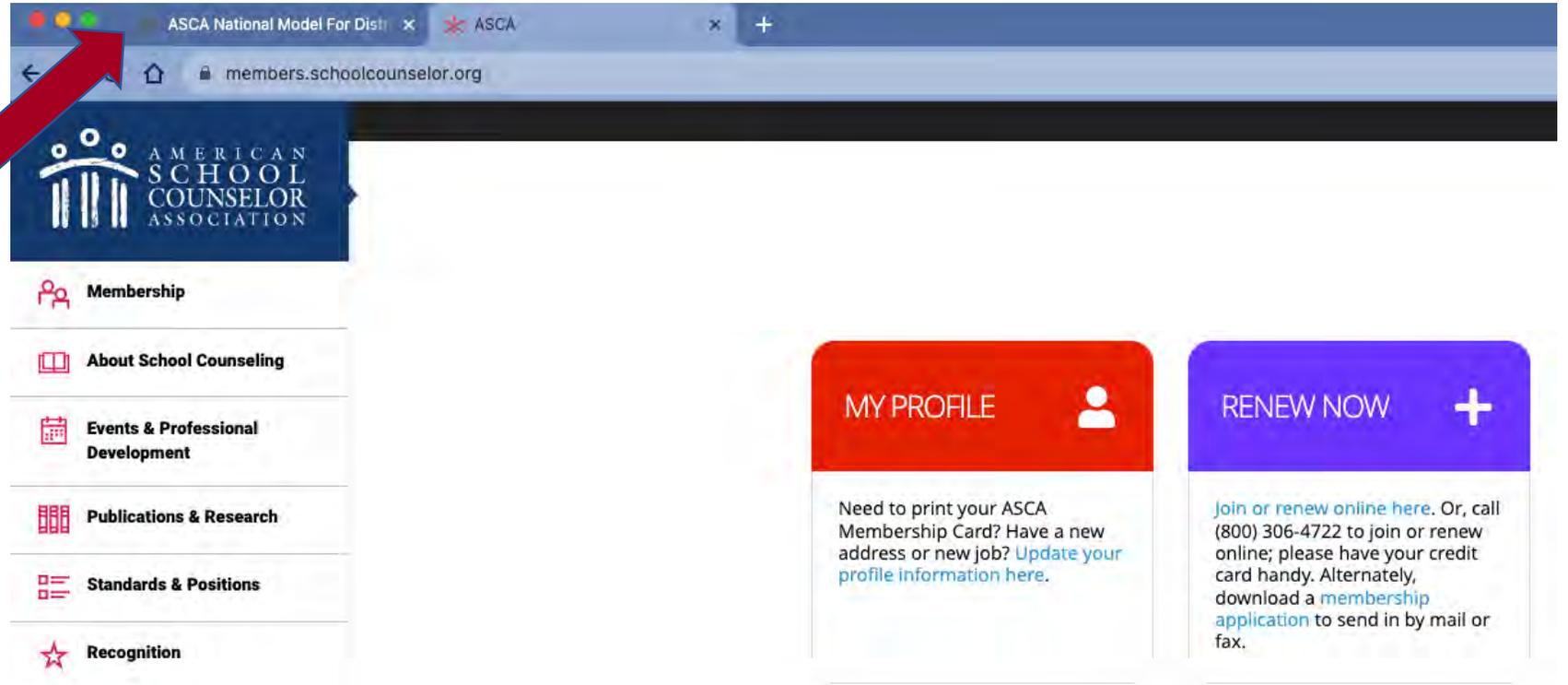
1. Complete the registration information requested.
2. When you click Create Account, you will remain on the ASCA website.



The screenshot shows a registration form titled "Create an Account" on a dark background. At the top center is the ASCA logo, which consists of a stylized building with three columns and three arches above them. Below the logo, the text "Create an Account" is displayed in a light color. Underneath, a subtitle reads "Enter your information below to create an account." The form contains several input fields, each with a blue circular icon to its left. The fields are: "Prefix" (a dropdown menu), "First Name:" (with a red asterisk), "Middle Name:", "Last Name:" (with a red asterisk), "Suffix" (a dropdown menu), "Preferred First Name:", "Email Address:" (with a red asterisk and an envelope icon), "Password:" (with a red asterisk and a lock icon), and "Confirm Password:" (with a red asterisk and a lock icon). A green "Create Account" button is located at the bottom right of the form area.

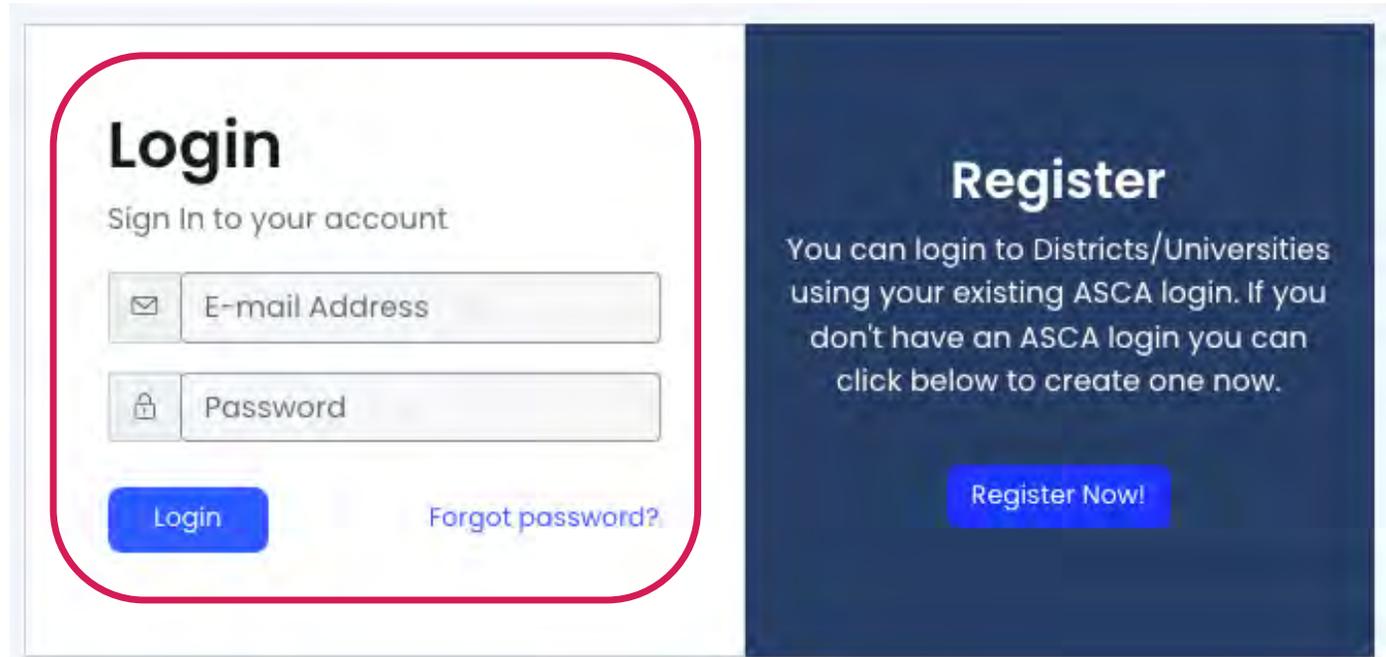
Create Guest Login

From the ASCA website, return to the ASCA National Model for Districts & Universities tab



2: Determine if Your School Has An Account

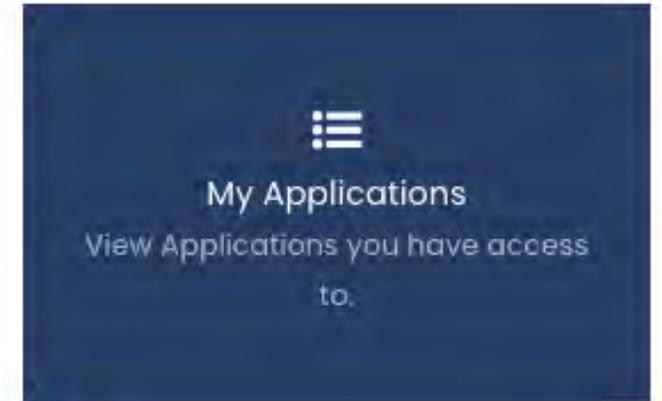
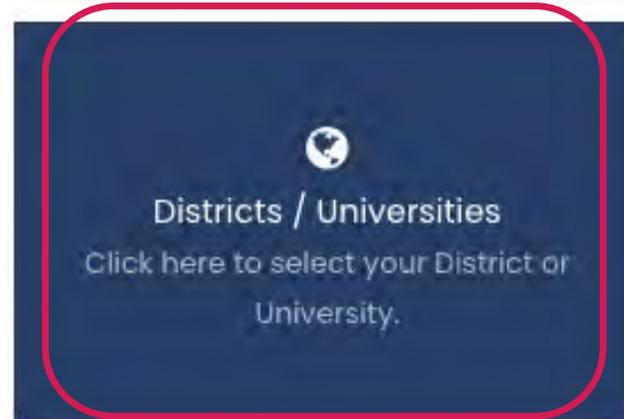
Enter the username and password you just created, and click **Login**.



The screenshot shows two panels. The left panel, titled "Login", is enclosed in a red rounded rectangle. It contains the text "Sign In to your account" above two input fields: "E-mail Address" (with an envelope icon) and "Password" (with a lock icon). Below the fields are a blue "Login" button and a link for "Forgot password?". The right panel, titled "Register", has a dark blue background and contains the text "You can login to Districts/Universities 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 Your School Has An Account

Select
Districts/Universities:



It's important that each school only have only one account.

2: Determine if Your School Has An Account

Locate your school or university from the dropdown menu, and click Continue.

Please select your district or university below. If you are meaning to apply for RAMP, click [here](#).

SELECT DISTRICT OR UNIVERSITY:

Select District or University

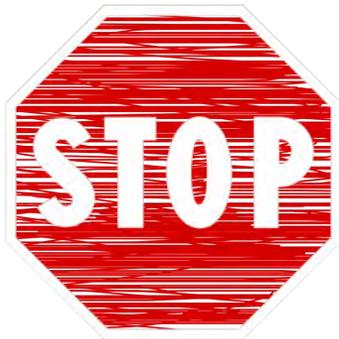
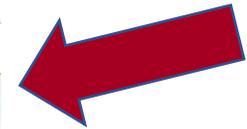
Continue

It's important that each school only have only one account.

2: Determine if Your School Has An Account

Review the list of schools to determine if an account exists. If your school is listed, click on **Select School**, then [click here](#) to continue.

Id	Name	Owned By	Created On	
1779	portal directions test	Joni Shook	October 21st, 2020	Select School
2720	Certification test	Joni Shook	May 4th, 2021	Select School



If the below message appears when you clicked **Select School**, ask the school counselor who created the account (Owned By) to give you access. [Click here](#) for detailed instructions.

Select Application

You do not have access to this school!

If you believe you should have access, please contact your School's creator or your District Administrator. You must receive an invite before you can continue.

If your school is not listed, [click here](#)



Your School Has an Account

If your school is listed, select **Edit** to open the application:

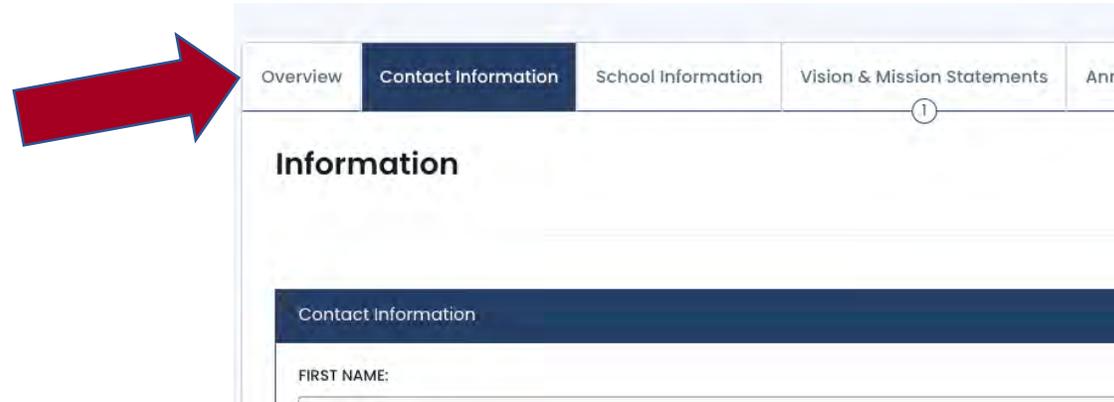
Select Application [+ Create Application](#)

ID	School Year	Owned By	Created On	
9691	2023-2024	Joni Shook	September 1st, 2023	Edit

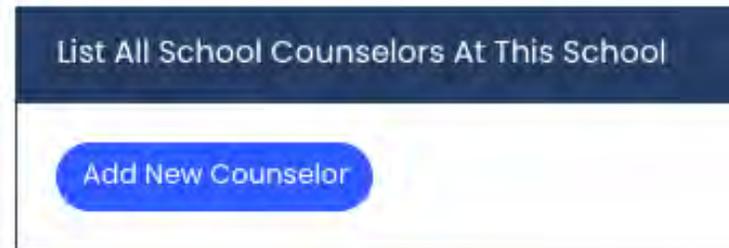
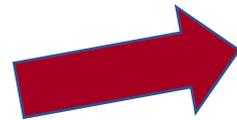


Your School Has an Account

Complete all sections of the **Contact Information** section.



IMPORTANT – List all school counselors, including yourself.



Click **SAVE** at the bottom of each page.

Your School Has an Account

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



To view who has access to your account, and to update access, [click here](#).



3: Your School Does Not Have An Account

If your school does not have an account listed, one school counselor will create an account. Do not create multiple accounts.

Select **+Create New School:**



The screenshot shows a web interface titled "Select School". At the top right, there is a blue button labeled "+ Create New School". A large red arrow points from the right side of the interface towards this button. Below the button is a search bar labeled "Search Schools". Underneath the search bar is a table with the following columns: "Id", "Name", "Owned By", and "Created On". The table contains one row with the following data: "1779", "portal directions test", "Joni Shook", and "October 21st, 2020". At the bottom right of the table, there is a blue button labeled "Select School".

Id	Name	Owned By	Created On
1779	portal directions test	Joni Shook	October 21st, 2020

Create Your School Account

Enter Full School Name (no acronyms, abbreviations, etc.), and select **Create & Continue**:

Establish Your School

Please establish your School, using its full name. If your School has already been created and you are here, please contact the School's Creator for your access link.

NAME OF SCHOOL:

[Go Back](#)

[Create & Continue](#)



Create Your School Application

Select **+Create Application**:

Select Application



+ Create Application

No applications for this School exist. Please create one using the button to the top right of the page.

Create Your School Application

Select School Year from Dropdown Menu, then **Continue**:

Create a new application by selecting a School Year below and hitting "Continue".

SELECT SCHOOL YEAR:

Select School Year

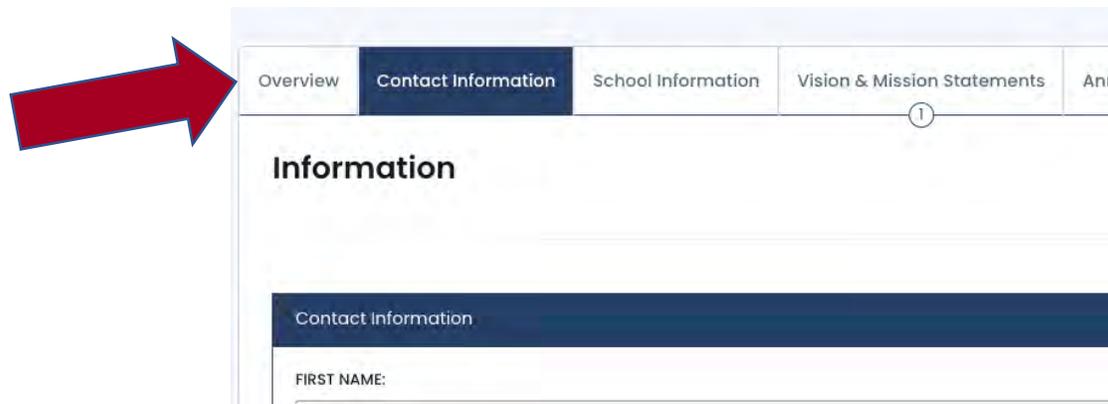
If you are applying for RAMP, select the year that you collected your data.

Continue

This will open your school's new application.

Create Your School Application

Complete all sections of the **Contact Information** section.



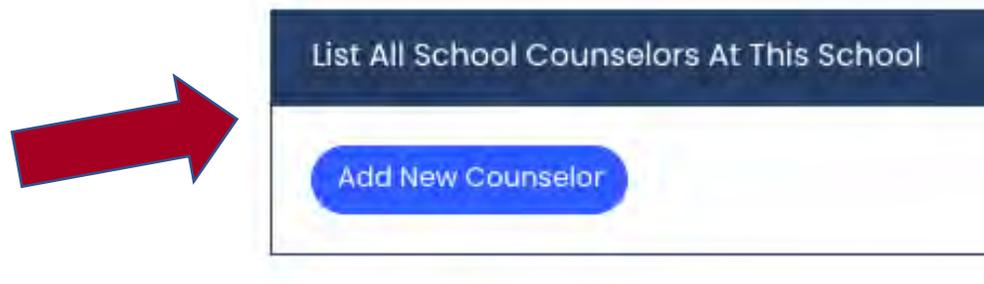
Overview **Contact Information** School Information Vision & Mission Statements Ann

Information

Contact Information

FIRST NAME:

IMPORTANT – List all school counselors, including yourself.



List All School Counselors At This School

Add New Counselor

Click **SAVE** at the bottom of each page.

You School Has an Account

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

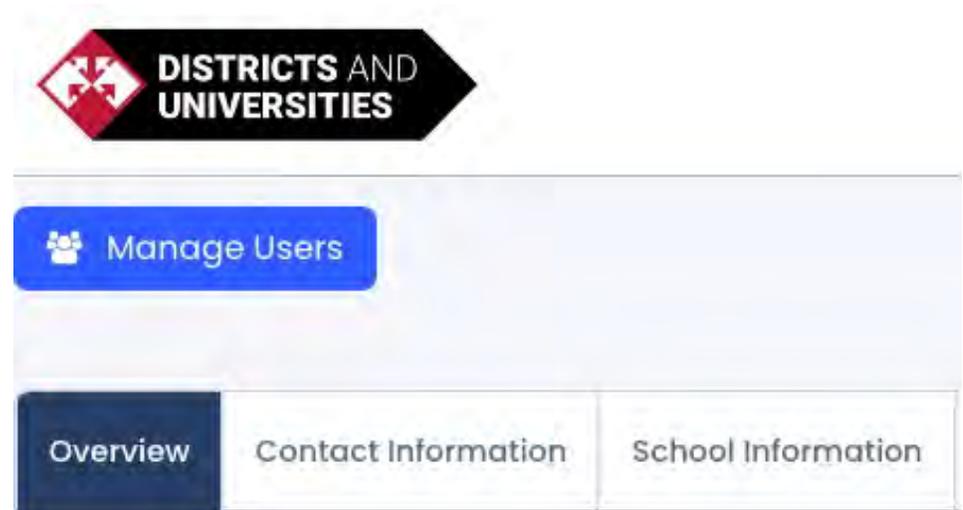


To view who has access to your account, and to update access, [click here](#).



4: Managing Portal Access

In your application,
select Manage
Users:



4: Managing Portal Access

To add User – enter email address and click “Add User”

- If the school counselor or graduate student is already in the system, their name will appear in **Active Users** and they will receive email with steps to gain access.

A screenshot of a web interface. At the top is a dark blue header with the text 'Add User'. Below the header is a white form area with the label 'ENTER USER'S E-MAIL ADDRESS:' followed by a text input field and a blue button with a plus sign and the text '+ Add User'. Below the form is a table titled 'Active Users'. The table has two columns: 'Full Name' and 'Email'. The first row contains the text 'Joni Shook' and 'jonishook@gmail.com'. At the bottom right of the interface are two buttons: 'Cancel' and 'OK'.

4: Managing Portal Access

- If school counselor or graduate student is not in system, their email will appear in **Pending Users** and they will receive an email with steps to create login/password.



4: Managing Portal Access

The email includes directions for the invited school counselor or graduate student .

YOU'RE INVITED

You've been invited and assigned in ASCA National Model 4th Edition Portal!

Please click the button below to login; once you have logged in, your permissions will be assigned automatically. **If you do not have an account, you need to click the link below, register, then return to this e-mail and click the link again..**

[Login Here](#)



Always Click SAVE

Go Back

Save

Continue

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

 Home |  Support

