

New User Instructions for 5th Edition RAMP Portal



Access the 5th Edition Portal

Visit the
[5th edition portal page](#)
to begin.

Important: *This portal may not be used to submit a 4th edition application.*



You will first see the landing page:

Login to Complete an
Application or to Access
Judging Panel

Login Using Your ASCA
Account Login

Program	Status	Deadline	Action
No data available in table			
Current Timezone:		Eastern Time (US & Canada)	



Welcome to the RAMP® Portal. Use this platform to submit your 5th edition application. Please review all details found in [the rubric](#) to help you understand what is required to submit your application. Need assistance navigating the portal or experiencing technical difficulties? Send questions to portalsupport@schoolcounselor.org. Include your name, school, city and state in your message.

Click the blue box to log in.

Note: *Only one school counselor per school should log in initially to create the school account.*

Log into the Portal:

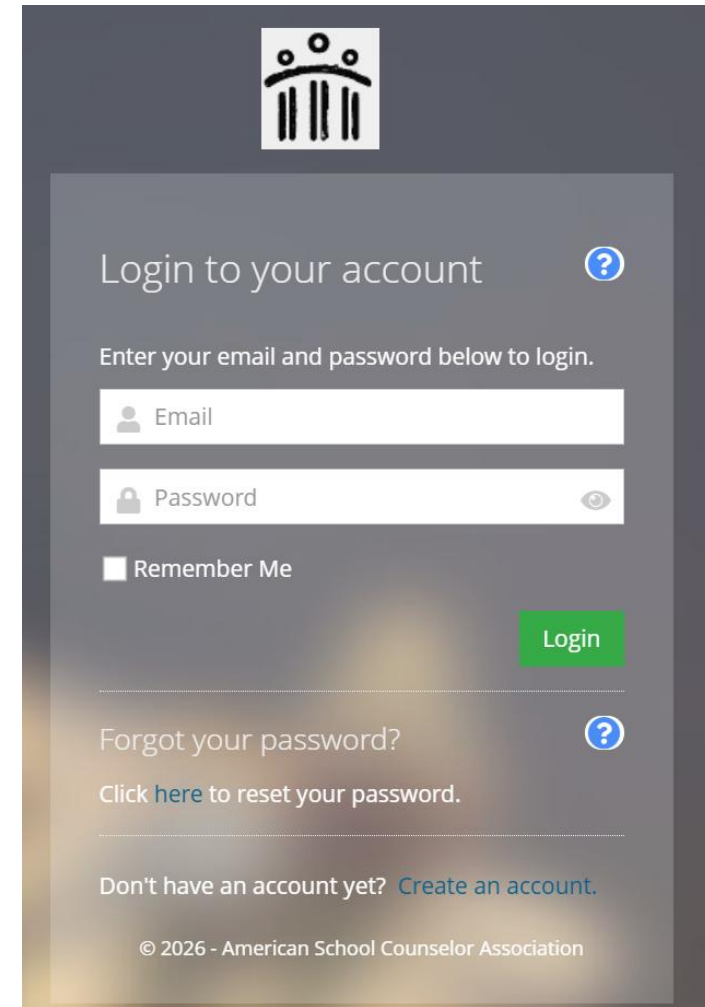
Option 1

Use the email address and password associated with your ASCA account. ASCA membership is not required for an ASCA account. You may have an ASCA account without having an ASCA membership.

Option 2

If you don't have an ASCA account, click "**Create an account**".

If you are unsure whether you have an ASCA account, please email asca@schoolcounselor.org to confirm to avoid duplicate accounts in the system.



The screenshot shows the ASCA login portal. At the top is the ASCA logo, which consists of a stylized building with three columns and three arches. Below the logo is the text "Login to your account" with a blue question mark icon to its right. Underneath is the instruction "Enter your email and password below to login." There are two input fields: "Email" with a person icon and "Password" with a lock icon and an eye icon to toggle visibility. Below the password field is a checkbox labeled "Remember Me". A green "Login" button is positioned to the right of the input fields. Below the login section is a link "Forgot your password?" with a blue question mark icon, and a sub-link "Click here to reset your password." Below that is a link "Don't have an account yet? Create an account." At the bottom of the form is the copyright notice "© 2026 - American School Counselor Association".

Note: Only one school counselor per school should login initially to create the school account.



Main Application Page

After logging in, you'll be directed to the main application page. Use this page to access all sections to upload and enter required information.

You must first get started by entering specific information in the **School Contact** and **School Information** sections.

The screenshot shows the main application page for RAMP. On the left is a navigation sidebar with the following items: 'Welcome DCW Williams', 'Home', 'My Applications' (with a folder icon), 'All (1)', 'Incomplete (1)', 'My Profile' (with a person icon), and 'Log Out' (with a door icon). The main content area has a breadcrumb trail: 'Home > My Applications > RAMP-4709 - #1709 - RAMP'. A blue button labeled 'Manage Collaborators' is in the top right. Below the breadcrumb is a progress bar with the following steps: 'Overview' (highlighted in blue), 'School Contact Information', 'School Information', 'Section 1: ASCA Student Standards Delivery Plan', 'Section 2: Achievement Gap Plan and Data Report', 'Section 3: Advisory Council', 'Section 4: Annual Administrator Conference', 'Section 5: Lesson Plan and Data Report', 'Section 6: Small Group Plan and Data Report', 'Section 7: Reflections and Signature Page', and 'Finalization'. At the bottom right is the 'Recognized ASCA Model Program' logo. The word 'Overview' is underlined at the bottom left of the main content area. Two red arrows point from the text above to the 'School Contact Information' and 'School Information' sections of the progress bar.

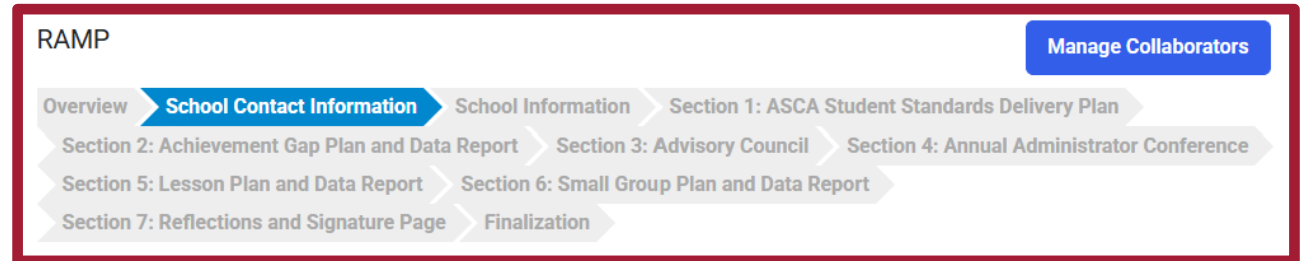


Getting Started: School Contact Information

Click on the **School Contact Information** tab

Complete only the required fields (marked with *).

Click “Save and Next” at the bottom of the screen.



School Contact Information



Name *

First Name

Last Name

Work Email Address: *

Secondary Email Address:

Cell Phone Number: *

School Phone Number: *

School Phone Extension:

If applicable:

Job Title:



Note: Before finalizing the application, all fields must be completed.

Getting Started: Include All School Counselors

School Contact Information tab

- ★ Be sure to add all school counselors on your team, **including yourself.**

List all school counselors at this school (full and part-time) *

School Counselors	Action
No School Counselors have been added. Click on Add School Counselor below.	

[ADD SCHOOL COUNSELOR](#)

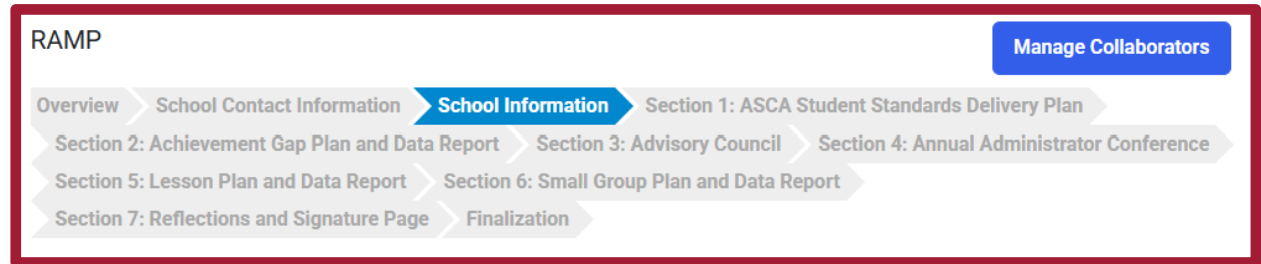


Getting Started: School Information

Click on the **School Information** tab

To get started, complete only the required fields (marked with *).

Click “Save and Next” at the bottom of the screen to go to the next section.



School Information

Our school has received the RAMP designation previously:

Have you or another school counselor in your school received formal in-person/virtual training or coaching on the ASCA National Model or RAMP in the past two years?

General Information

School name: *

School name as it appears on school website.

School year

School district name:

Phone Number:

Address:

Street Address

Note: Before finalizing the application, all fields must be completed.



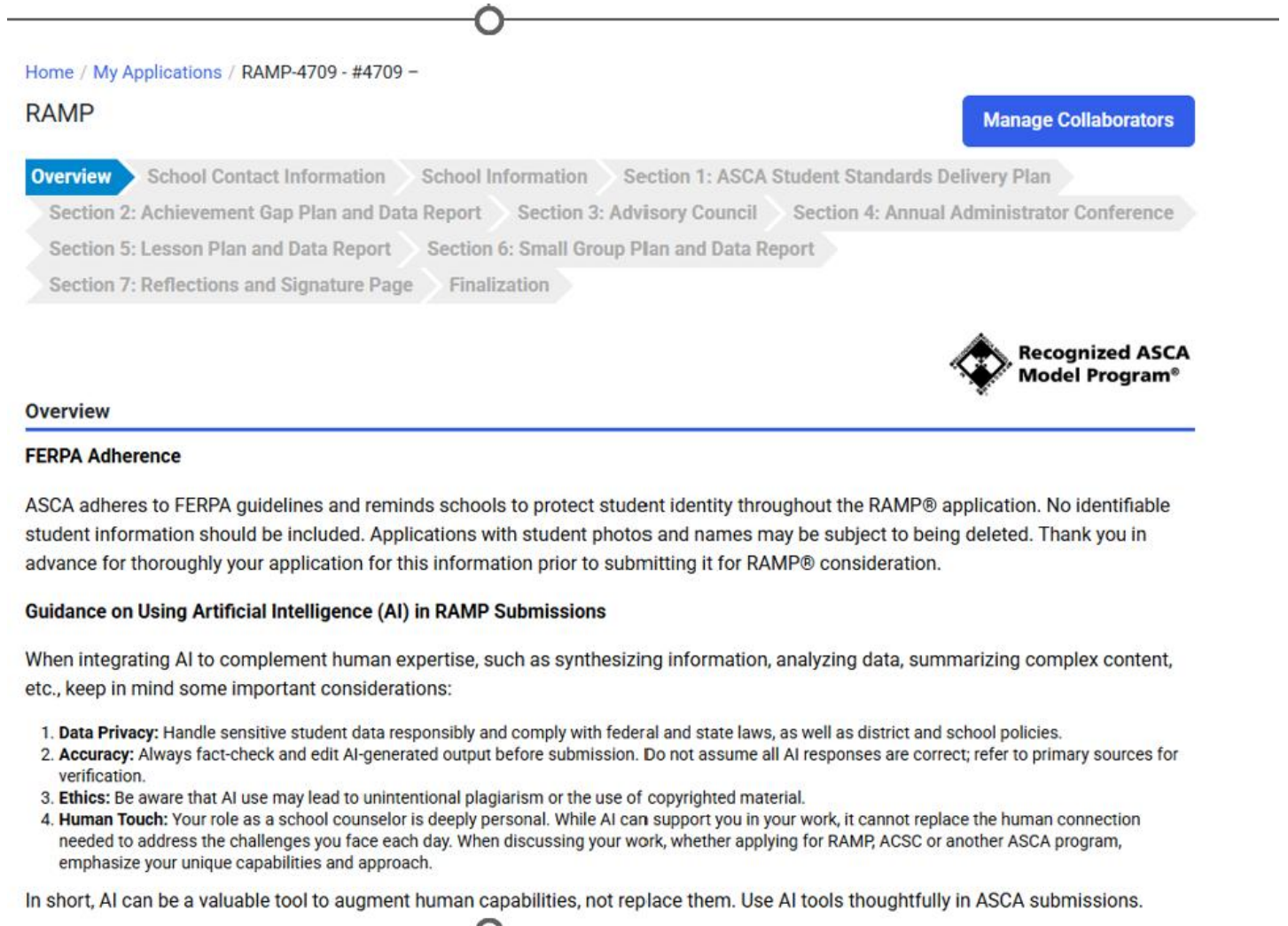
Initial Information Entered and Saved?

- After entering and saving the initial information, you can move freely through the application sections.
- Before finalizing the application, the remaining items in **School Contact** and **School Information** must be completed.



Overview Tab

Users are responsible for reviewing all information in the **Overview** tab.



The screenshot displays the RAMP application interface. At the top, there is a breadcrumb trail: Home / My Applications / RAMP-4709 - #4709. Below this, the title "RAMP" is shown next to a "Manage Collaborators" button. A progress bar contains ten steps: Overview (highlighted in blue), School Contact Information, School Information, Section 1: ASCA Student Standards Delivery Plan, Section 2: Achievement Gap Plan and Data Report, Section 3: Advisory Council, Section 4: Annual Administrator Conference, Section 5: Lesson Plan and Data Report, Section 6: Small Group Plan and Data Report, Section 7: Reflections and Signature Page, and Finalization. On the right side, there is a "Recognized ASCA Model Program" logo. The main content area is titled "Overview" and "FERPA Adherence". The text under "FERPA Adherence" states: "ASCA adheres to FERPA guidelines and reminds schools to protect student identity throughout the RAMP® application. No identifiable student information should be included. Applications with student photos and names may be subject to being deleted. Thank you in advance for thoroughly your application for this information prior to submitting it for RAMP® consideration." Below this is a section titled "Guidance on Using Artificial Intelligence (AI) in RAMP Submissions". The text reads: "When integrating AI to complement human expertise, such as synthesizing information, analyzing data, summarizing complex content, etc., keep in mind some important considerations:". This is followed by a numbered list of four points: 1. **Data Privacy:** Handle sensitive student data responsibly and comply with federal and state laws, as well as district and school policies. 2. **Accuracy:** Always fact-check and edit AI-generated output before submission. Do not assume all AI responses are correct; refer to primary sources for verification. 3. **Ethics:** Be aware that AI use may lead to unintentional plagiarism or the use of copyrighted material. 4. **Human Touch:** Your role as a school counselor is deeply personal. While AI can support you in your work, it cannot replace the human connection needed to address the challenges you face each day. When discussing your work, whether applying for RAMP, ACSC or another ASCA program, emphasize your unique capabilities and approach. At the bottom, a concluding sentence states: "In short, AI can be a valuable tool to augment human capabilities, not replace them. Use AI tools thoughtfully in ASCA submissions."

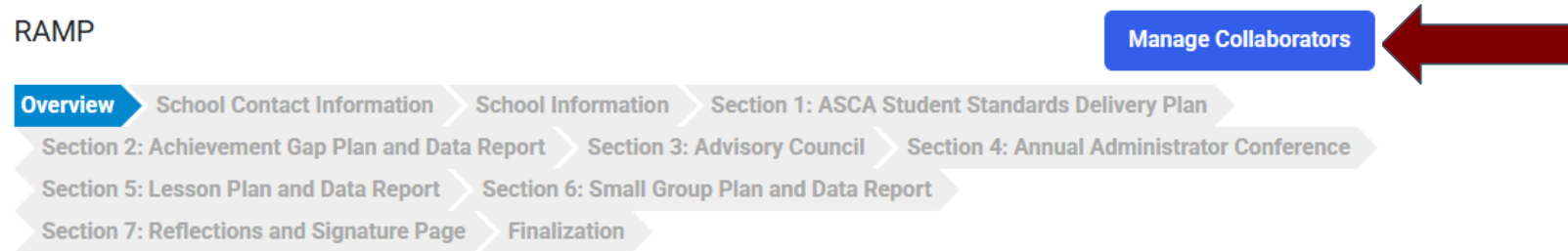


More Than One School Counselor?

Add Collaborators:

The initial account creator can add the other **school counselors** to the account so all can contribute to the school's RAMP application.

Click on the **Manage Collaborators** button at the top of the page.



Important! Access to your school's application must be limited to members of your school counseling program/school or district staff. ASCA will communicate information regarding your school's application to school and district personnel only.

Applications containing non-school or non-school district employee access may be considered ineligible for review.



Add Collaborators (cont.):

Click on the **Add Collaborator** box.

Complete information for each school counselor individually.

Click **SAVE**

Manage Collaborators

RAMP - #4709 –

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

First Name *

Last Name *

Email *

Cancel

Save

Important! Access to your school's application must be limited to members of your school counseling program/school or district staff. ASCA will communicate information regarding your school's application to school and district personnel only.

Applications containing non-school or non-school district employee access may be considered ineligible for review.



Add Collaborators (cont.):

After adding and saving the first school counselor, click **Add Collaborator** to add any additional school counselors. An email notification with a link to the application's homepage will be sent to the school counselors.

Manage Collaborators

RAMP - #4709 –

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

[Back to Submission](#)

[Add Collaborator](#)

Search:

Name	Email	Primary	Last Logged In	Action
------	-------	---------	----------------	--------

Important! Access to your school's application must be limited to members of your school counseling program/school or district staff. ASCA will communicate information regarding your school's application to school and district personnel only.

Applications containing non-school or non-school district employee access may be considered ineligible for review.



Note:



**Multiple
collaborators cannot
modify the
application at the
same time.**

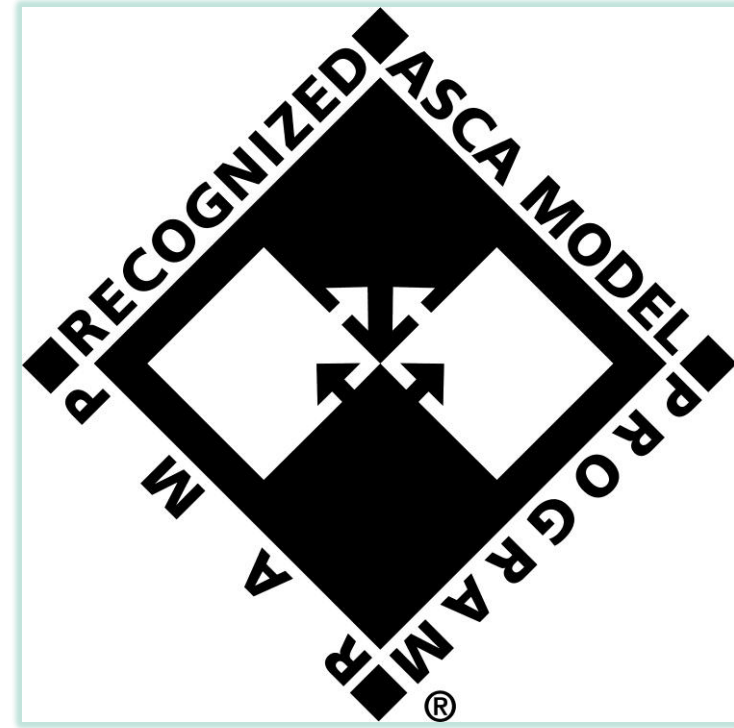


RAMP Portal Reminders

- The user is responsible for checking the application submission to ensure all required information has been entered/uploaded correctly.
- Need technical assistance? Email ramp@schoolcounselor.org.
Include your name, your school name, city and state in the message.
- Deadline to Submit: October 15, 2026



Best wishes in
preparing your
school's
RAMP
application!



schoolcounselor.org/Recognition/RAMP

