Using the ASCA RAMP Portal
Table of Contents

1. Start Here
2. Determine if Your School Has An Account
3. Your School Does Not Have an Account
4. Managing Portal Access
1: Start Here

1. Visit ASCA Portals
2. Open link to ASCA RAMP

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.

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.
Create Guest Login

If you are not an ASCA member, select Register on the right:
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.
Create Guest Login

From the ASCA website, return to the ASCA RAMP tab.
Create Guest Login

Enter the username and password you just created, and click **Login**:
2: Determine if Your School Has An Account

Select **Get Started**:

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.

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.
If your school is not listed, click here
Your School Has an Account

If your school is listed, select **Edit** to open the application.
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:
Create Your School Account

Enter full school name (no acronyms, abbreviations, etc.), and select Create & Continue:
Create Your School Application

Select +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:**

This will open your school’s new application.
Create Your School Application

Complete the **Contact Information** section.

**IMPORTANT** – List all school counselors, including yourself.

Click **SAVE** at the bottom of each page.
Create Your School Application

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 is already in the system, their name will appear in Active Users and they will receive email with steps to gain access.
4: Managing Portal Access

- If a school counselor 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.
Always Click SAVE

Go Back   Save   Continue
If you need assistance, submit a support request in the portal: