Once you land on the lobby page using the Branded Link, you should see Ascend Leadership Academy's branding above the account creation / login page. Please select "Click here to begin our setup process":

Enter your email you would like associated with your account, add a password, and agree to our Terms of Service. If you would like to view our Terms of Service, you can select the associated blue link:

EduTrakConnect

ASCEND
LEADERSHIP ACADEMY

Account Registration
Enter your basic account details

Registration Progress: Step 1 of 5

Your Email Address	Example@email.com
	Your email address will be the account name you use to log into our site.
Confirm Your Email Address	Example@email.com
	Re-enter your email address.
Create A Password	••••••••••••••
	Create a secure password you will remember.
Confirm Your Password	••••••••••••••
	Re-enter your password.

☐ I agree to the terms of service

Next

Continue entering the appropriate information as indicated by the star (*):

EduTrakConnect

ASCEND LEADERSHIP ACADEMY

Account Registration
Add additional account information

Registration Progress: Step 2 of 5

Fields marked with a * are required.

First Name*	Example
Last Name*	Parent
Primary Phone*	(555) 555-5555
Phone Type*	● Mobile Phone ○ Home Phone ○ Work Phone
Address 1*	Example St
Address 2	
City*	Example City
Country*	United States and Minor Outlying Isl ˅
State*	North Carolina ˅
Zip*	55555

Next

You will receive a confirmation code to your email. Enter it in the appropriate field below:

EduTrakConnect

ASCEND
LEADERSHIP ACADEMY

Account Registration
Confirm your email address

Registration Progress: Step 3 of 5

We have sent a confirmation code to your email! Please open this email and copy the code into the form below. If you do not complete this step now you will have 30 days to confirm your email or your account will be temporarily disabled.

Not seeing any email? Please try resending it. If you still do not see the email, please call 800-934-2621, Monday through Friday, 8:00 a.m to 5:00 p.m. Central Time or email us at techsupport@wordwareinc.com

Confirmation Code

[   ]

Next   Skip this step

When you get to step 4 of 5 as seen below, select "No, I do not have a key":

EduTrakConnect

ASCEND
LEADERSHIP ACADEMY

Account Registration
Add a student or family member

Registration Progress: Step 4 of 5

Yes, I have a key: If you already have a student/any students enrolled in the school a Registration Key has been created and has been sent to you already. Select this option and enter the Registration Key. The system will automatically create your Family (household) Account and connect student Member Profiles.

No, I do not have a key: Take me to more options for finding or creating an account.

Yes, I have a key
+ Connect to your account

No, I do not have a key
+ Continue without key

Skip this step

This will then prompt you to add one of your student's ID and date of birth into the appropriate field to connect to your family. Once completed, select "Connect Family":

EduTrakConnect

ASCEND
LEADERSHIP ACADEMY

Account Registration
Add a student or family member

Registration Progress: Step 4 of 5

Please complete the form below and click 'Link Family' to link your account.

Student ID   10000000

Birth Date   04/01/2010

Connect Family

Finish connecting the new family to your account.

Go Back   Skip this step

Once connected, it will ask if you would like to add a payment method at this time. It is recommended to add now, but you can skip this step if you prefer (link at the bottom of the page labeled "Skip this step"). You will be unable to make online payments until you have added a payment method:

EduTrakConnect

ASCEND
LEADERSHIP ACADEMY

Account Registration
Add your primary funding source

Registration Progress: Step 5 of 5

We highly recommend setting up a funding source now. You will be able to use this funding source on any of the EduTrak Software applications. EduTrak Software does not store your credit card or bank account number, we only store a tokenized reference to your account that can be used through our secured gateway.

Please enter credit card information:

First Name:
Example

Last Name:
Parent

Address:
Example St

City:
Example City

State:
NC

Zipcode:
55555

Card Number

Expiration Date

Card Code

SAVE   CANCEL   RESET

Skip this step

You are now connected to your family and can make payments accordingly:

EduTrakConnect

Home   People and Places

| | Aviator School Store | Go |
| | Student Fees | Go |

+ Add a person