



AMERICAN
SCHOOL
COUNSELOR
ASSOCIATION

Using the ASCA RAMP Portal

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1: Start Here

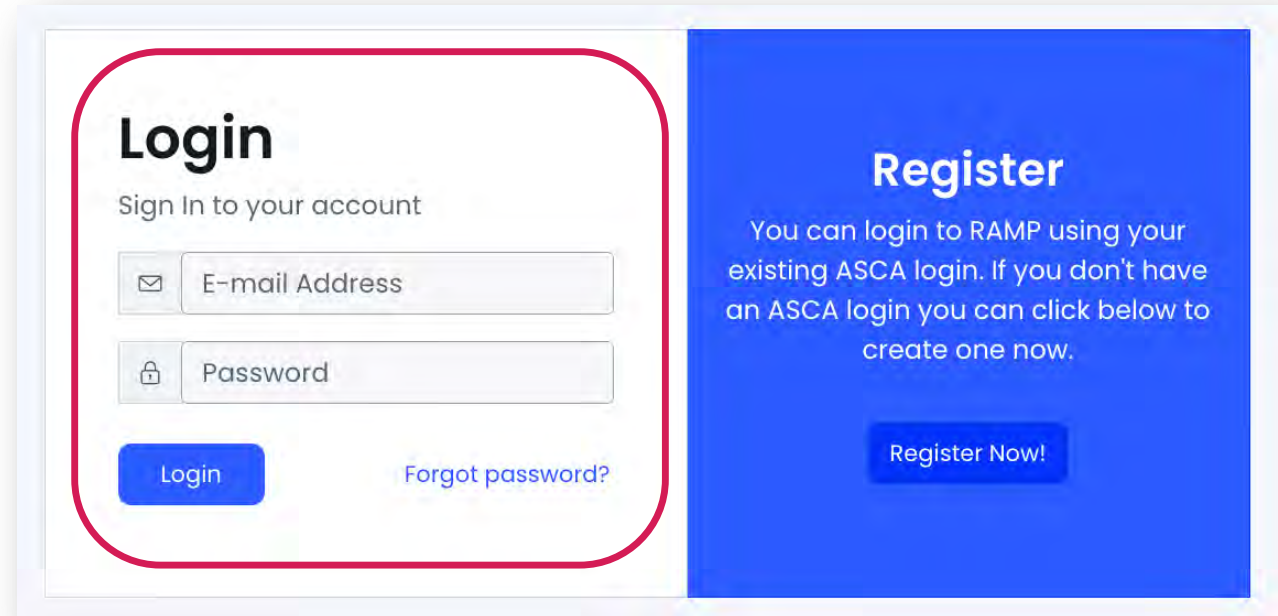
1. Visit [ASCA Portals](#)
2. Open link to **ASCA RAMP**

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](#).



The screenshot shows a web interface with two main sections. On the left, a white rounded rectangle with a red border contains the 'Login' section. It has the heading 'Login' and the subtext 'Sign In to your account'. Below this are two input fields: 'E-mail Address' with an envelope icon and 'Password' with a lock icon. At the bottom of this section are a blue 'Login' button and a blue link 'Forgot password?'. On the right, a blue rounded rectangle contains the 'Register' section. It has the heading 'Register' and the text 'You can login to RAMP using your existing ASCA login. If you don't have an ASCA login you can click below to create one now.' At the bottom of this section is a blue button labeled 'Register Now!'.

Create Guest Login

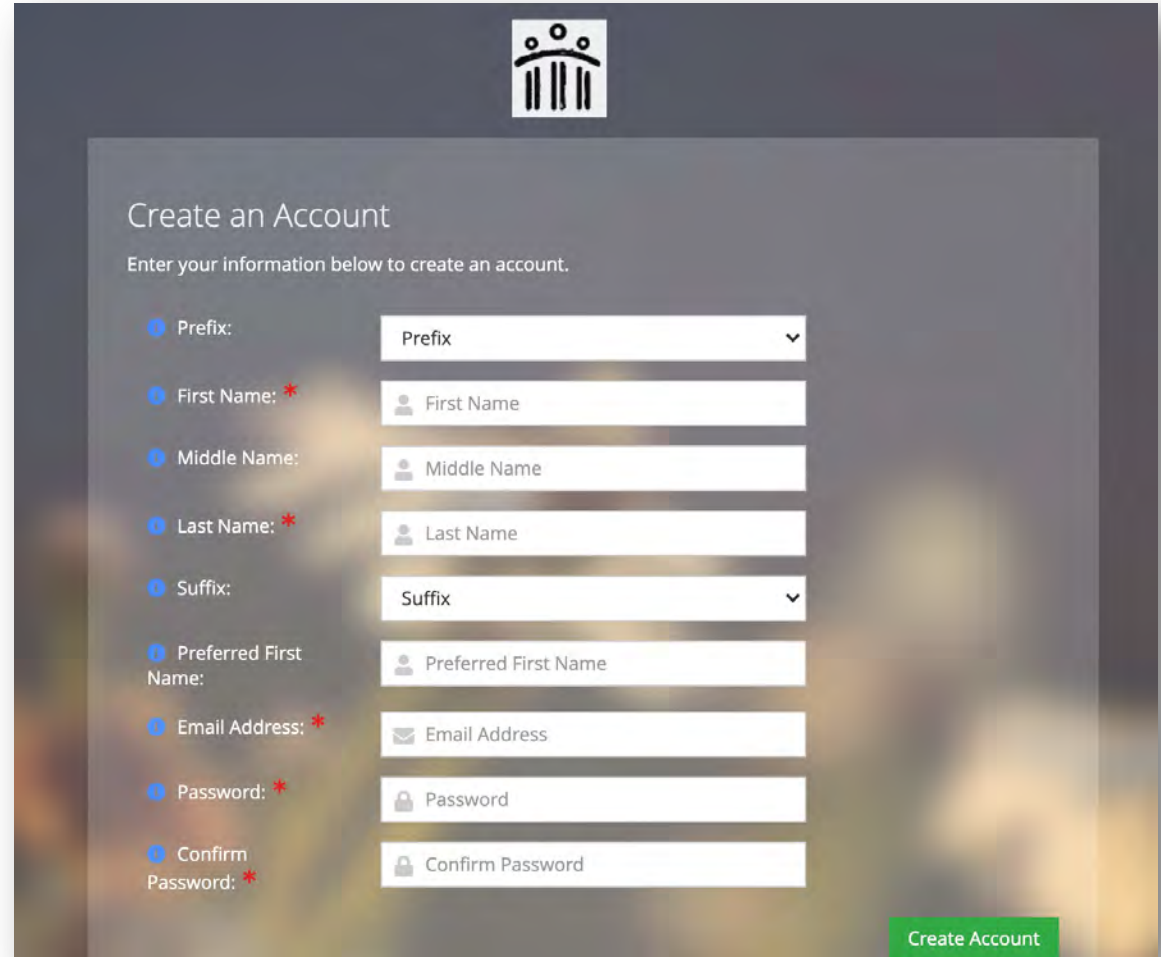
If you **are not** an ASCA member, select Register on the right:

The screenshot shows a login and registration interface. On the left, under the heading "Login", there is a sub-heading "Sign In to your account". Below this are two input fields: "E-mail Address" with an envelope icon and "Password" with a lock icon. A blue "Login" button is positioned below the password field, and a link "Forgot password?" is to its right. On the right side, a blue rounded rectangle highlights the "Register" section. It contains the heading "Register", a paragraph: "You can login to RAMP 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.

Create Guest Login

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

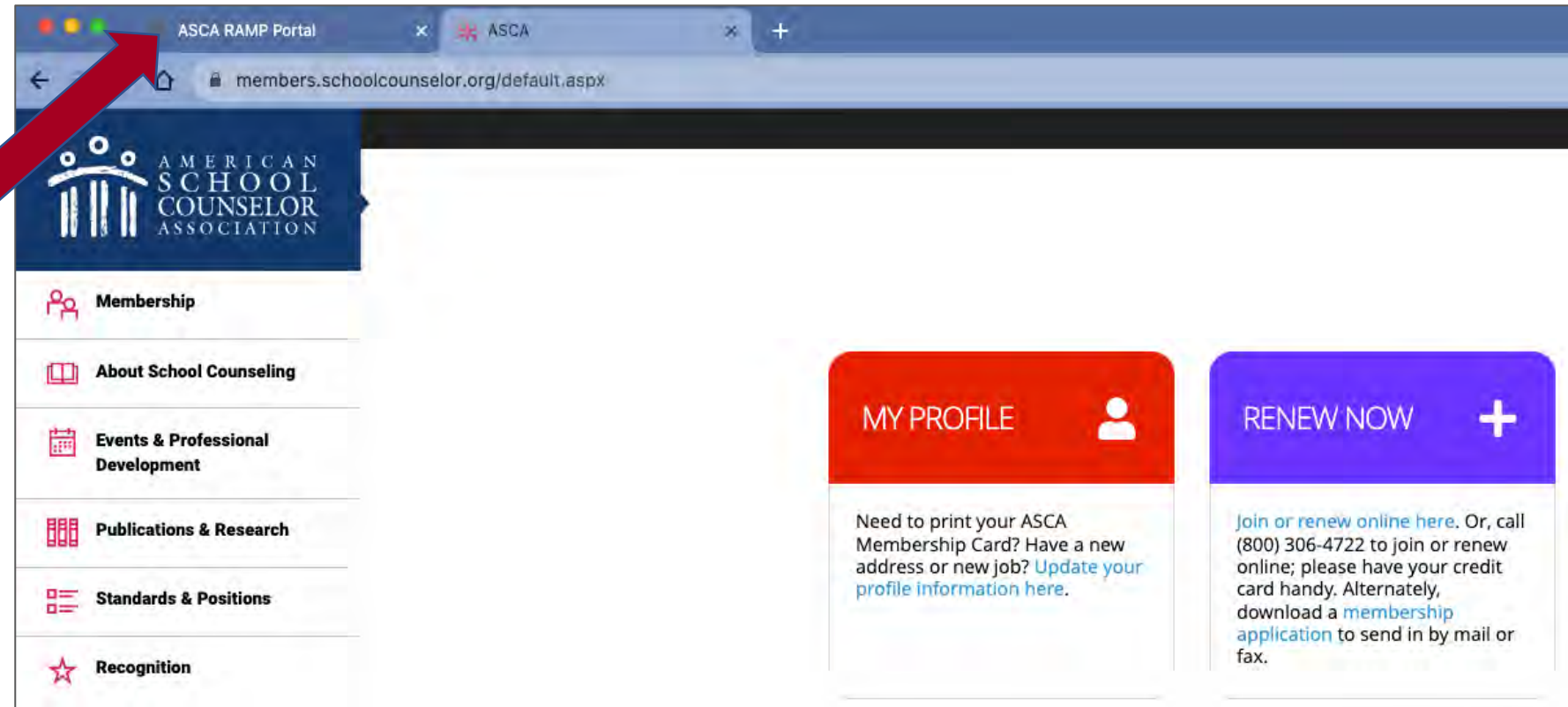
1. Complete the registration information requested.
2. When you click Create Account, you will remain on the ASCA website.



The screenshot shows the 'Create an Account' registration form on the ASCA website. 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, followed by the instruction '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' (a text field with a red asterisk), 'Middle Name' (a text field), 'Last Name' (a text field with a red asterisk), 'Suffix' (a dropdown menu), 'Preferred First Name' (a text field), 'Email Address' (a text field with an envelope icon), 'Password' (a text field with a red asterisk and a lock icon), and 'Confirm Password' (a text field with a red asterisk and a lock icon). A green 'Create Account' button is located at the bottom right of the form.

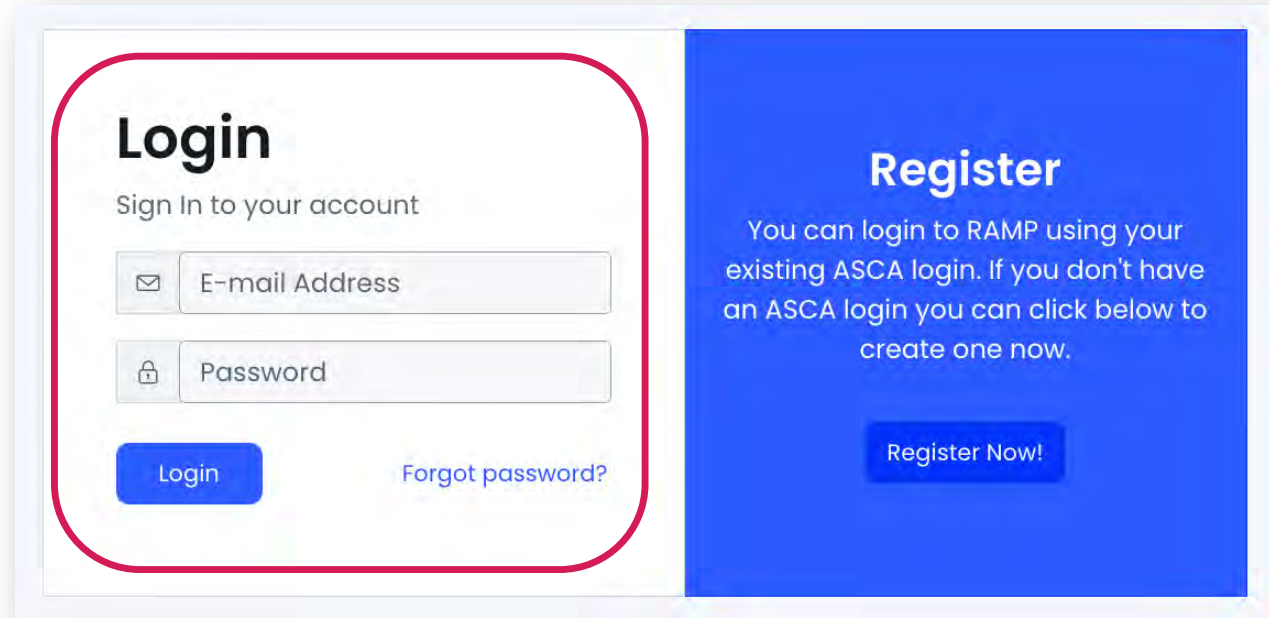
Create Guest Login

From the ASCA website, return to the ASCA RAMP tab.



Create Guest Login

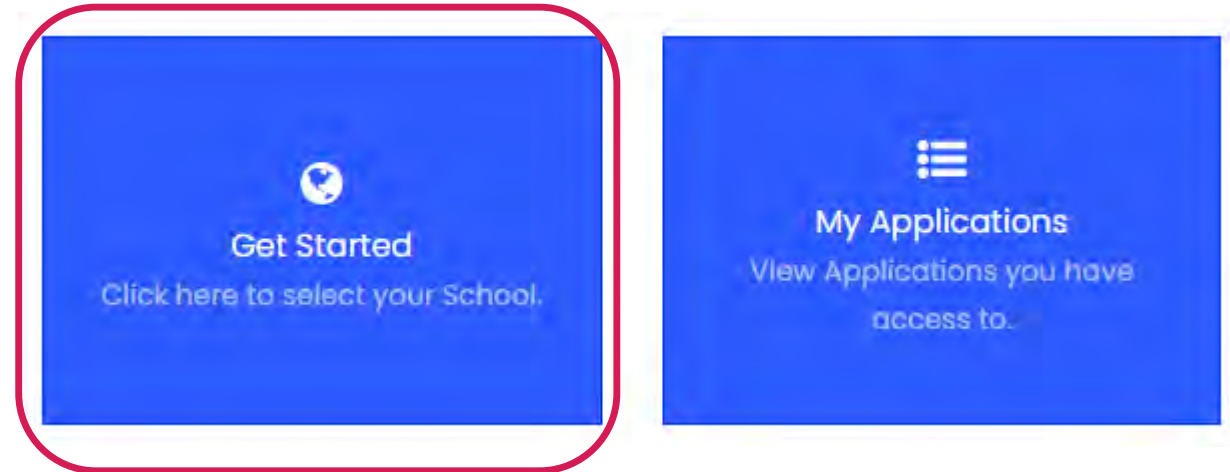
Enter the username and password you just created, and click **Login**:



The screenshot shows a user interface for logging in and registering. On the left, a white rounded rectangle with a red border contains the 'Login' section. It features the heading 'Login', the subtext 'Sign In to your account', and 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 blue link 'Forgot password?'. On the right, a blue background contains the 'Register' section. It has the heading 'Register', a paragraph of text: 'You can login to RAMP 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 **Get Started**:

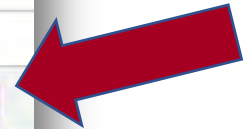


It's important that each school only have only one account.

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.

Select School					+ Create New School
Id	Name	Owned By	Created At	Updated At	
1	Test School #1	John Felts	2020-01-16 11:09:13	2020-02-13 18:23:18	Select School
272	Test School #2	Erik Rogers	2020-02-13 15:40:03	2020-02-13 15:40:03	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.

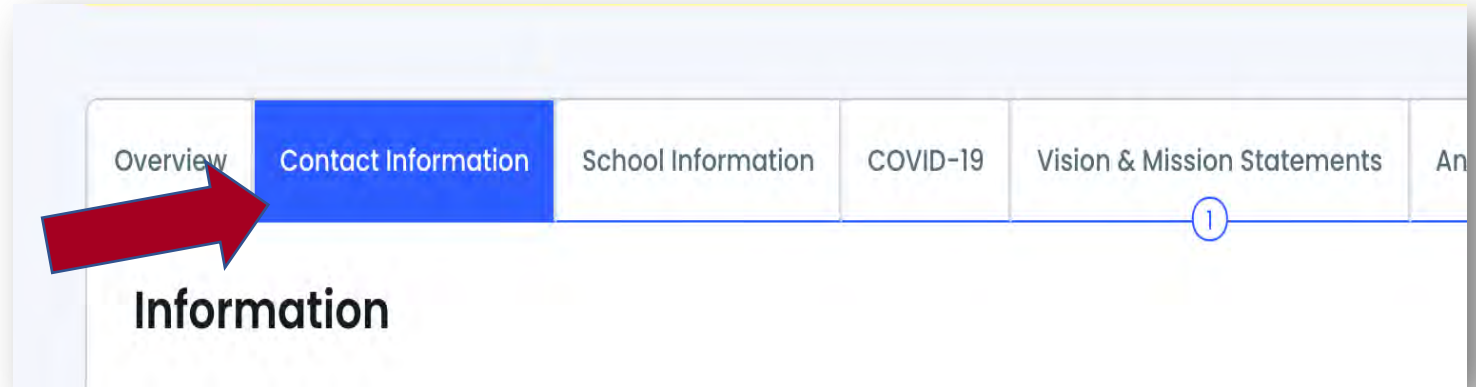
Select Application [+ Create Application](#)

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

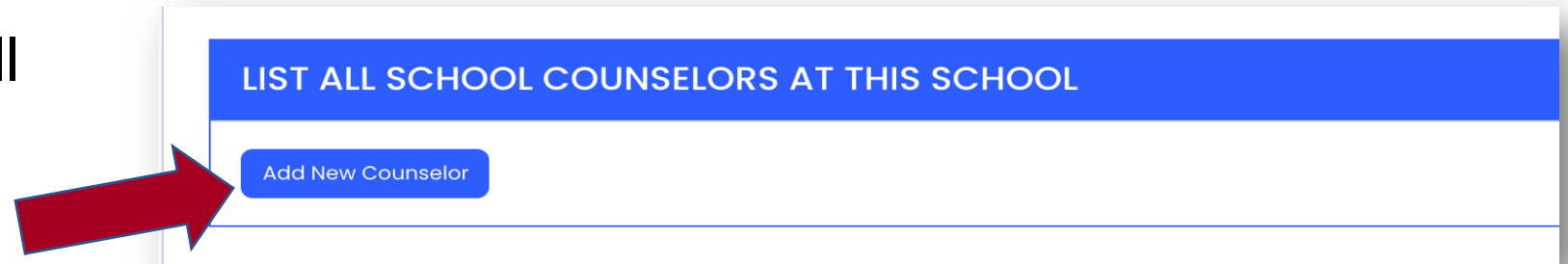


Your School Has an Account

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.



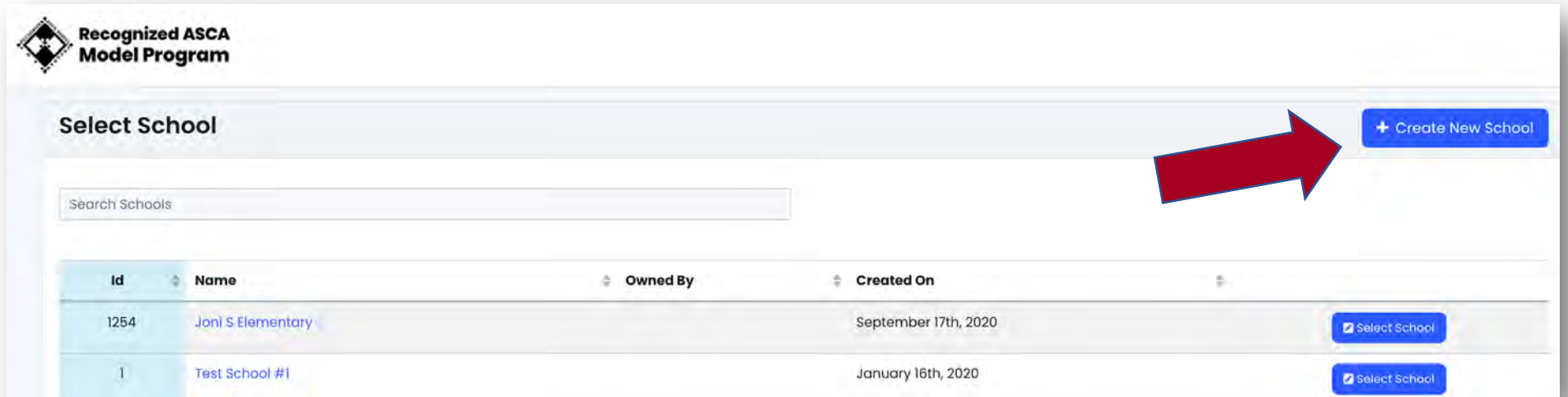
To view who has access to your account, and to update access, [click here](#).



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**:



Recognized ASCA Model Program

Select School

Search Schools

Id	Name	Owned By	Created On	
1254	Joni S Elementary		September 17th, 2020	Select School
1	Test School #1		January 16th, 2020	Select School

+ Create New School

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

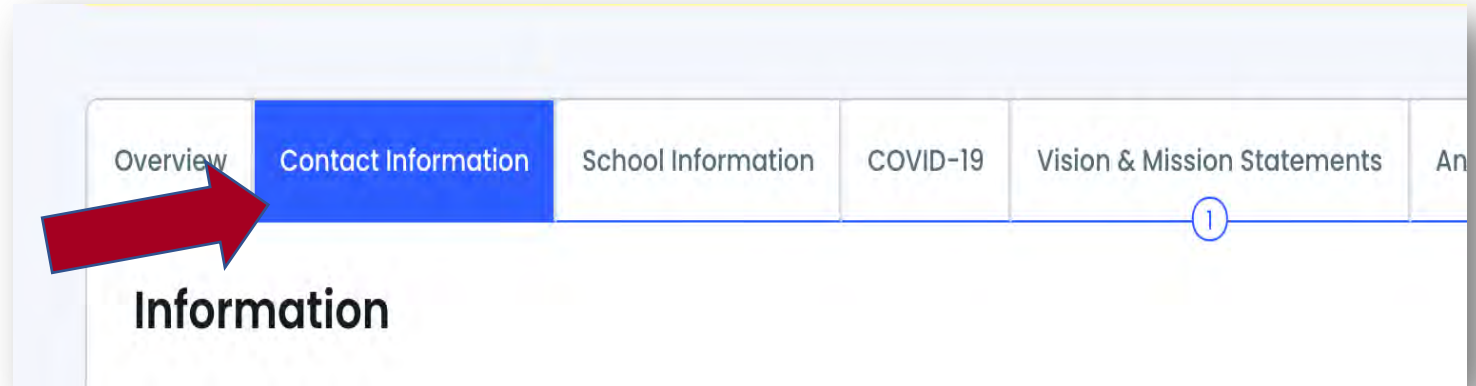
If you are applying for RAMP, select the year that you collected your data.

Continue

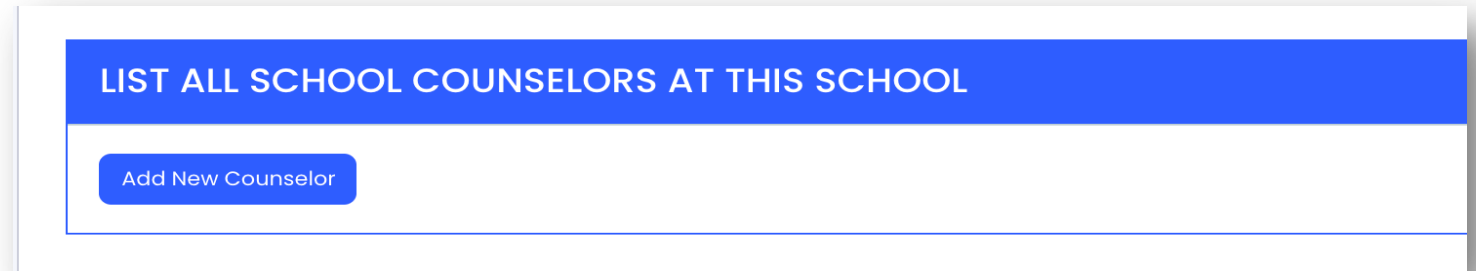
This will open your school's new application.

Create Your School Application

Complete the **Contact Information** section.



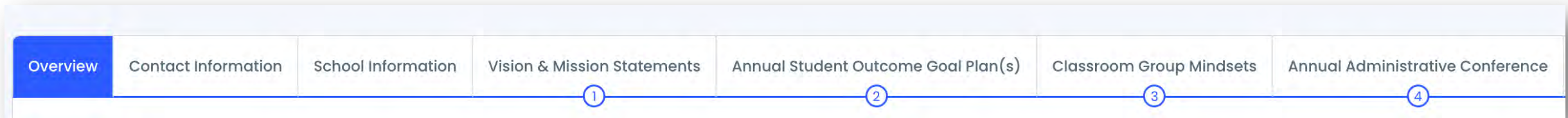
IMPORTANT – List all school counselors, including yourself.



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

Create Your School Application

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

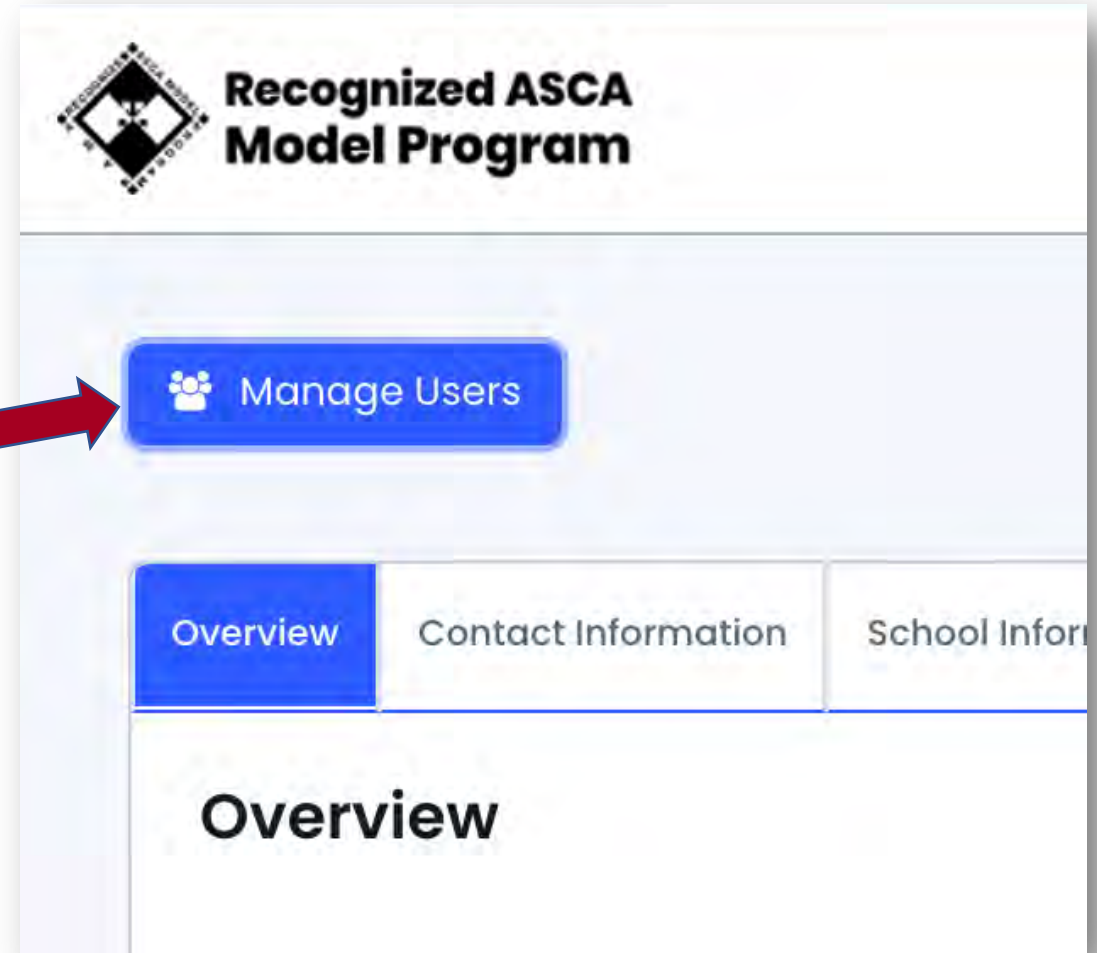


To view who has access to your account and to update access, [click here](#).



4: Managing Portal Access

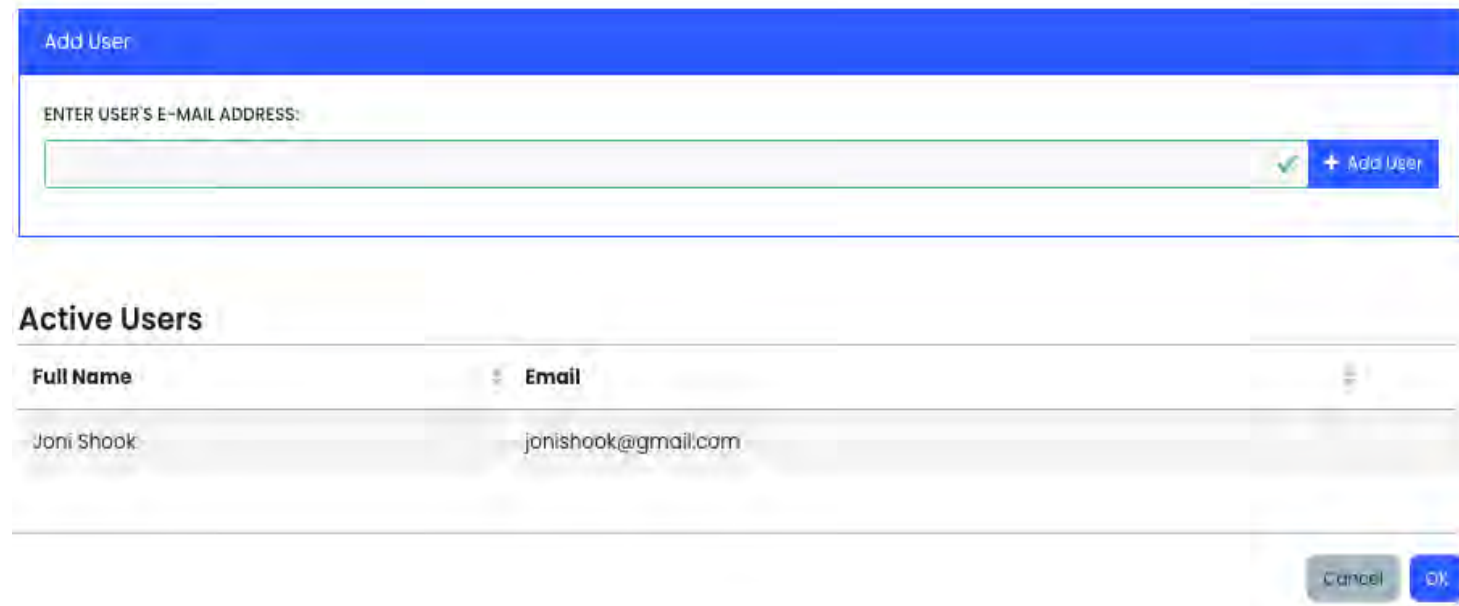
In your application,
select Manage
Users:



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.



The screenshot shows a web interface for adding a user. At the top is a blue header with the text "Add User". Below the header is a form with the label "ENTER USER'S E-MAIL ADDRESS:" and a text input field. To the right of the input field is a blue button with a white checkmark and the text "+ Add User". A red arrow points from the text "is already in the system" in the list to the input field. 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 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.

YOU'RE INVITED

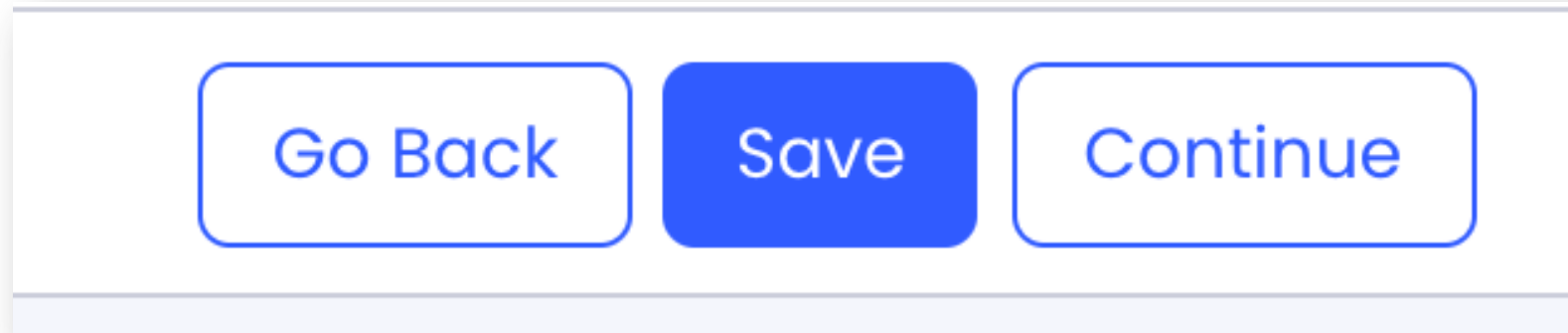
You've been invited and assigned in ASCA National Model 4th Edition Portal!

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



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

