



AMERICAN
SCHOOL
COUNSELOR
ASSOCIATION

Using the ASCA RAMP Portal

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1: Start Here

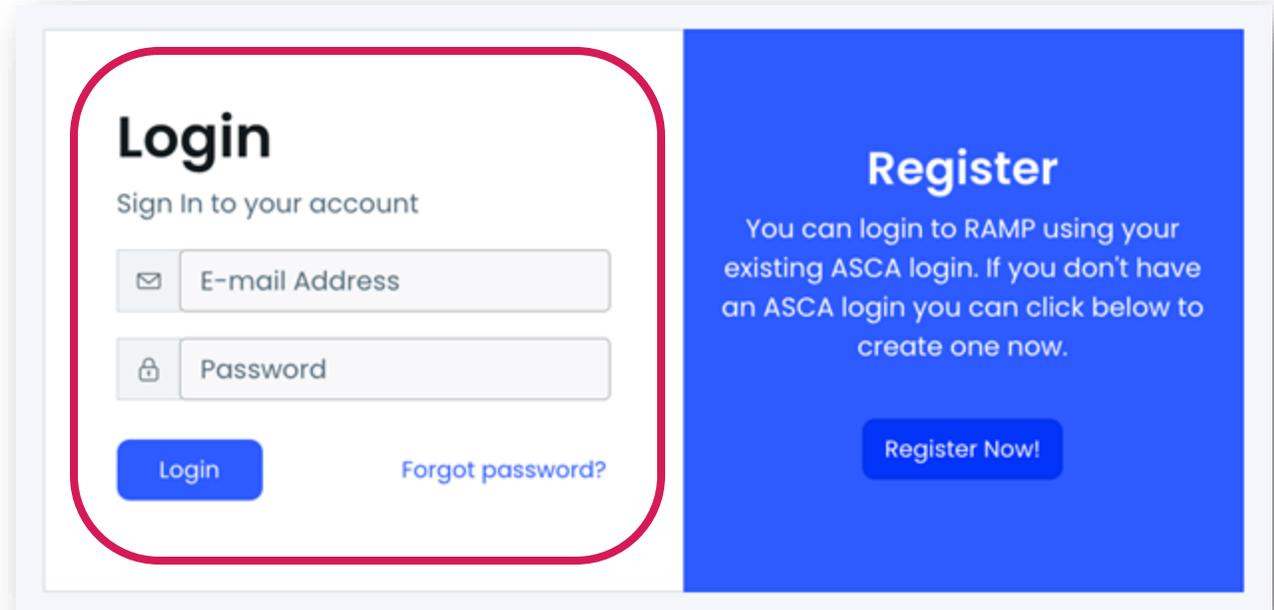
1. Visit [ASCA Portals](#)
2. Open link to **Fourth Edition RAMP Portal**

Only one counselor per school completes this process

2: Determine if Your School Has An Account

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

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



The screenshot shows a user interface for logging in and registering. On the left, there is a white rounded rectangle with a red border containing the 'Login' section. It has the title 'Login', the subtitle 'Sign In to your account', and two input fields: 'E-mail Address' and 'Password'. Below these fields are a blue 'Login' button and a blue link 'Forgot password?'. On the right, there is a blue rounded rectangle containing the 'Register' section. It has the title '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 button labeled 'Register Now!'.

Create Guest Login

If you **do not** have an ASCA login, select Register Now:

The screenshot shows a user interface for logging in or registering. On the left, the 'Login' section is titled 'Login' and includes the instruction 'Sign In to your account'. It features two input fields: 'E-mail Address' and 'Password', each with an icon (envelope and lock respectively). Below these fields are a blue 'Login' button and a link for 'Forgot password?'. On the right, the 'Register' section is highlighted with a red border. It is titled 'Register' and contains 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.' Below this text is a blue 'Register Now!' button.



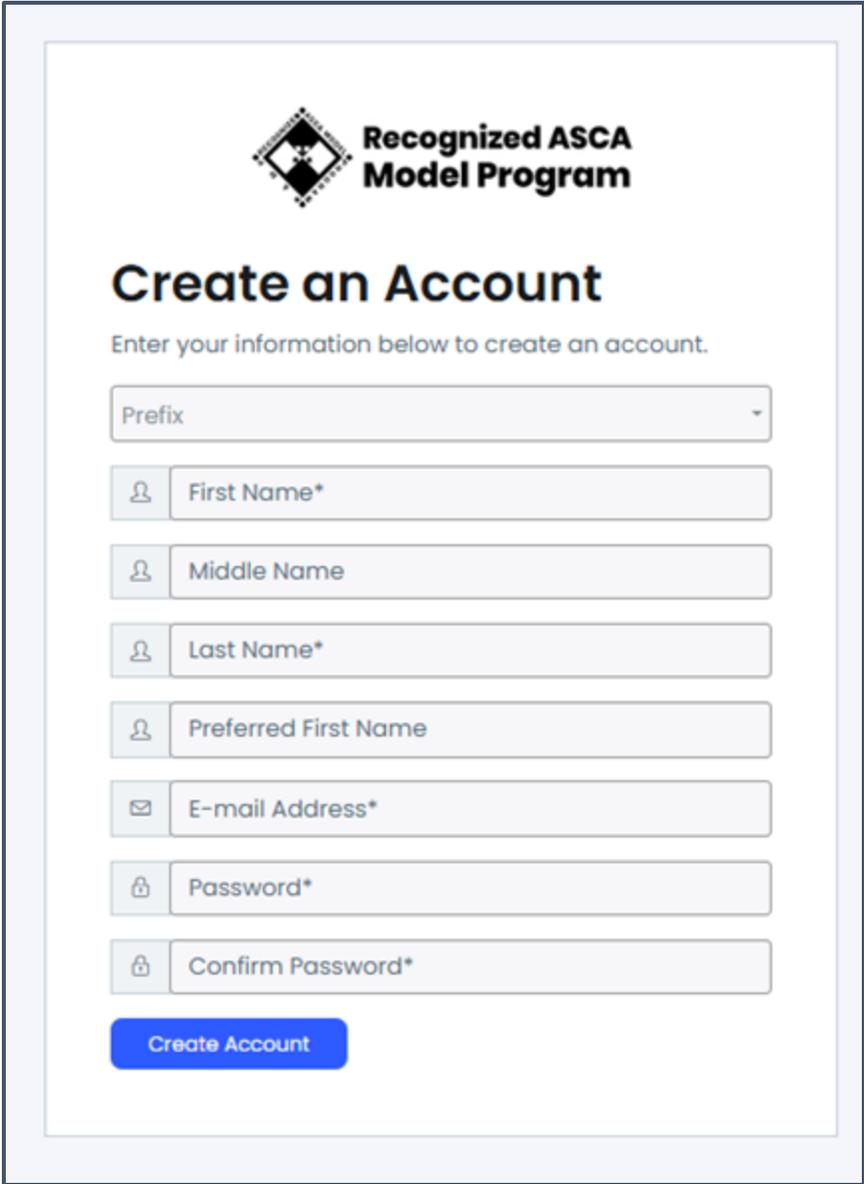
Create Guest Login

NOTE!! A new page will open.

Step 1: Complete all required registration fields.

Step 2: Select Create Account.

Step 3: You will be redirected to the RAMP Portal



 **Recognized ASCA Model Program**

Create an Account

Enter your information below to create an account.

Prefix

First Name*

Middle Name

Last Name*

Preferred First Name

E-mail Address*

Password*

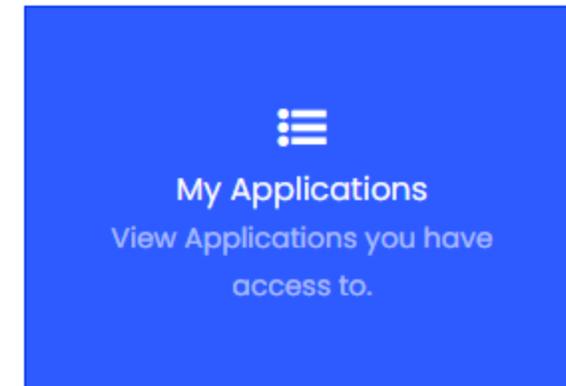
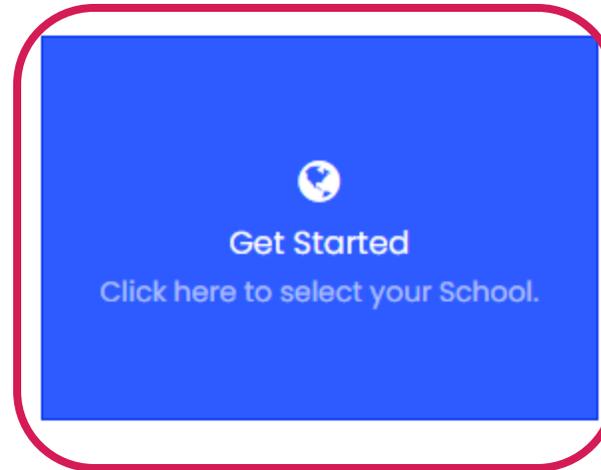
Confirm Password*

[Create Account](#)



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

If a list of schools appear, 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 your school is **not** listed, [click here](#) to continue.

Id	Name	Created By	Created On	
1356	Test Elementary	Kristin Barnson	September 25th, 2020	Select School
2666	ES Test	Kristin Barnson	April 29th, 2021	Select School
7359	Kristin app test	Kristin Barnson	September 11th, 2023	Select School

OR

If the below message appears, [Click here](#) for detailed instructions.

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:

[Create & Continue](#)

You're School Has an Account

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

Select Application				+ Create Application
ID	School Year	Created By	Created On	
14182	2024-2025	Kristin Barnson	August 21st, 2024	Edit



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



You're School Has an Account

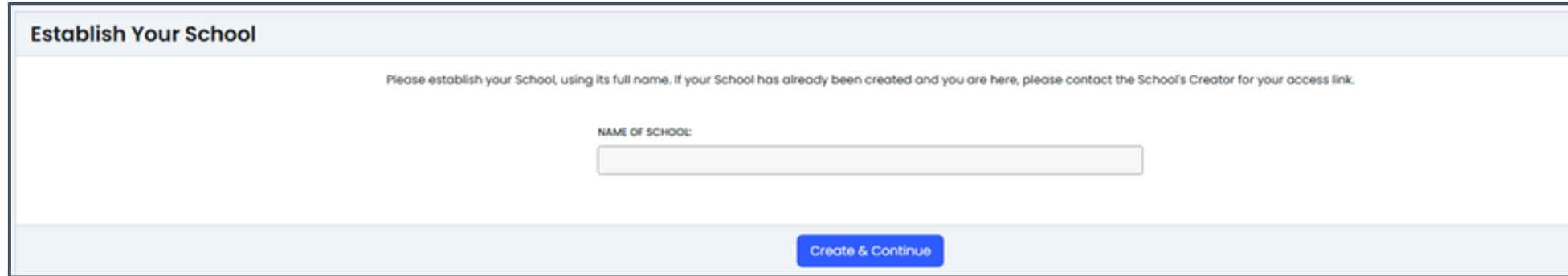
You are now ready to start adding information to the various sections!



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



If the below message appears when you clicked **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:

Create & Continue

Follow these steps:

Check with a site-based school counseling colleague or your district director/coordinator to find out if an application has already been created for your school.

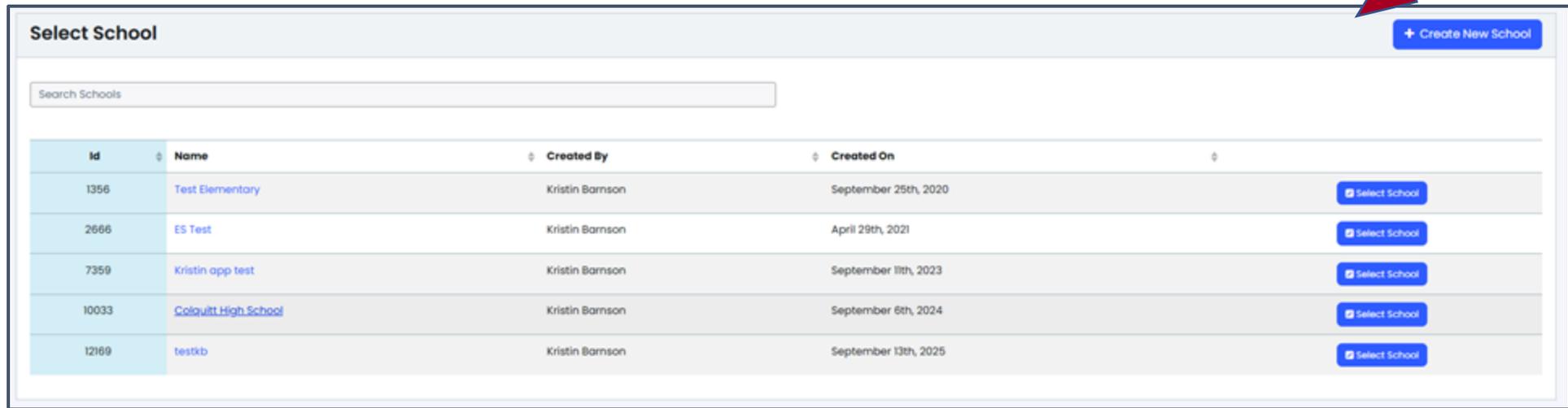
1. If your school **has already been established**, contact the person who created it to request access. [Click here](#) for directions to be added to an application.
2. If your school **has NOT** been established, you may proceed by establishing your school in the portal. [Click here](#) for directions.



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". Below this is a search bar labeled "Search Schools". A table lists existing schools with columns for Id, Name, Created By, and Created On. Each row has a "Select School" button. A red arrow points to the "+ Create New School" button.

Id	Name	Created By	Created On	
1356	Test Elementary	Kristin Barnson	September 25th, 2020	Select School
2666	ES Test	Kristin Barnson	April 29th, 2021	Select School
7359	Kristin app test	Kristin Barnson	September 11th, 2023	Select School
10033	Colquitt High School	Kristin Barnson	September 6th, 2024	Select School
12169	testkb	Kristin Barnson	September 13th, 2025	Select 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.

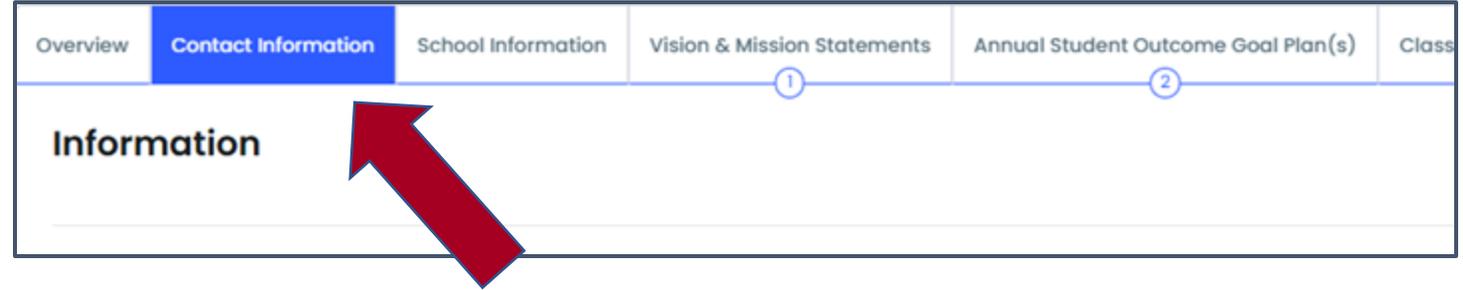
Continue

This will open your school's new application.



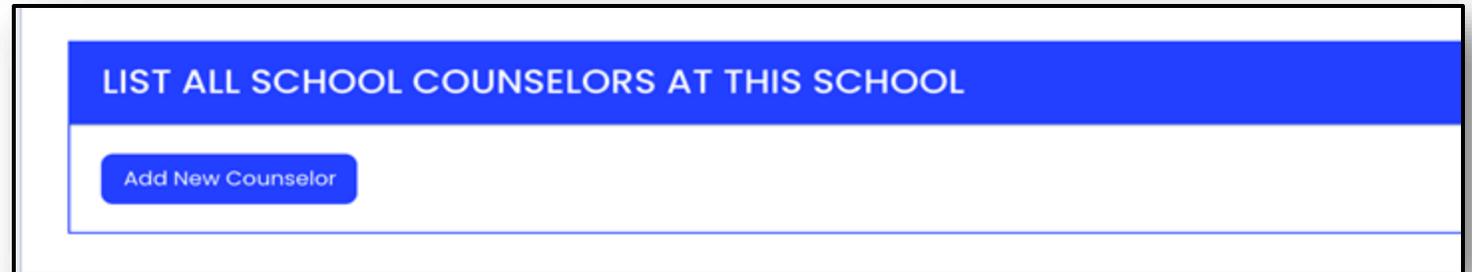
Create Your School Application

Complete the **Contact Information** section.



The screenshot shows a horizontal navigation bar with six tabs: 'Overview', 'Contact Information', 'School Information', 'Vision & Mission Statements', 'Annual Student Outcome Goal Plan(s)', and 'Class'. The 'Contact Information' tab is highlighted in blue. Below the tabs, a progress indicator shows a line with two numbered circles (1 and 2). A red arrow points from the bottom right towards the 'Contact Information' tab.

IMPORTANT!! List all school counselors, including yourself.



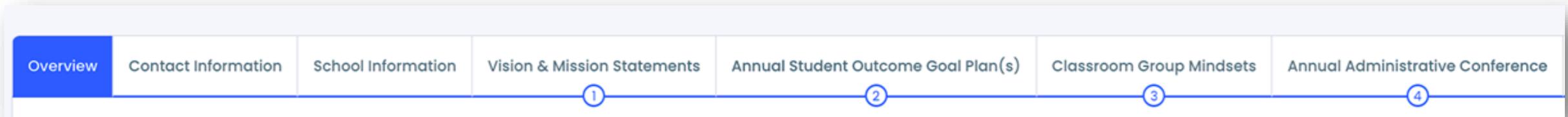
The screenshot shows a blue header bar with the text 'LIST ALL SCHOOL COUNSELORS AT THIS SCHOOL'. Below the header is a white area containing a blue button labeled 'Add New Counselor'.

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



Create Your School Application

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

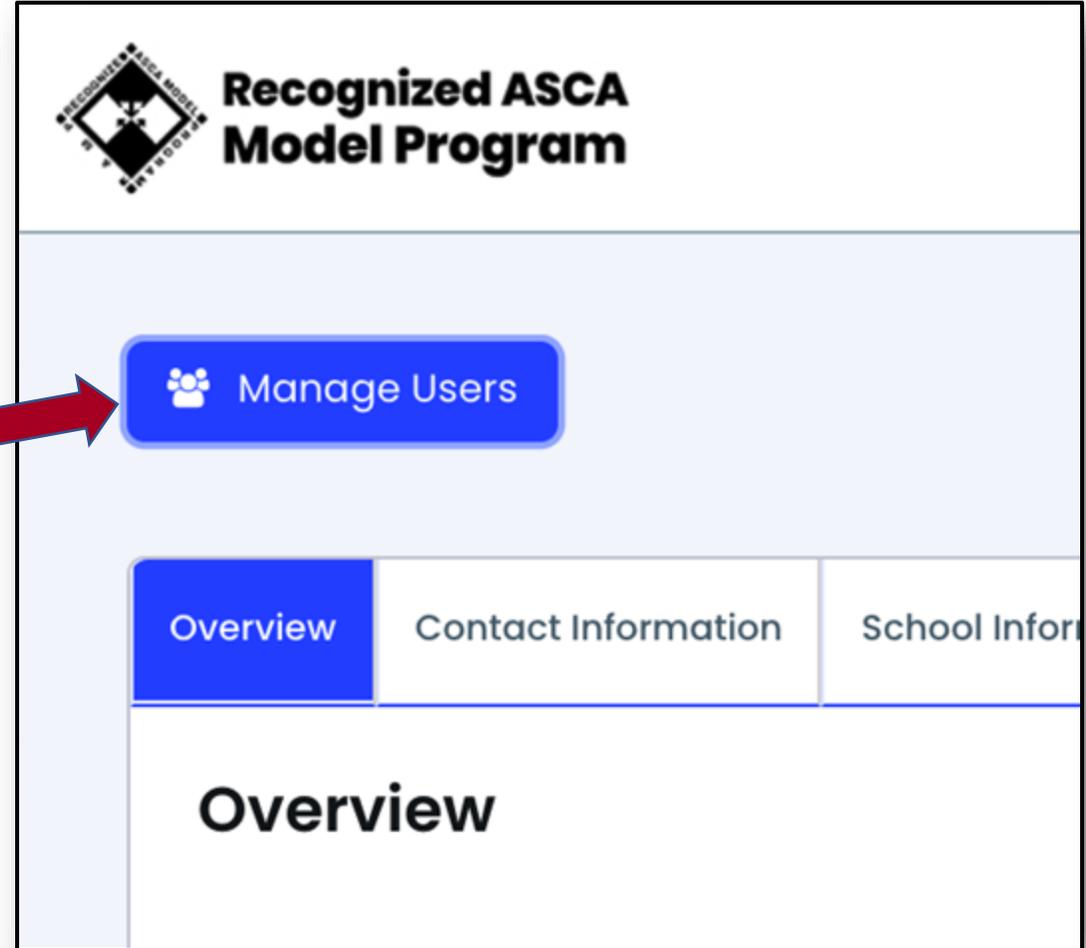


Next Step - to view and update who has access to your account, [click here](#).



4: Managing Portal Access

In your application
(in the upper left
hand corner), select
Manage Users:

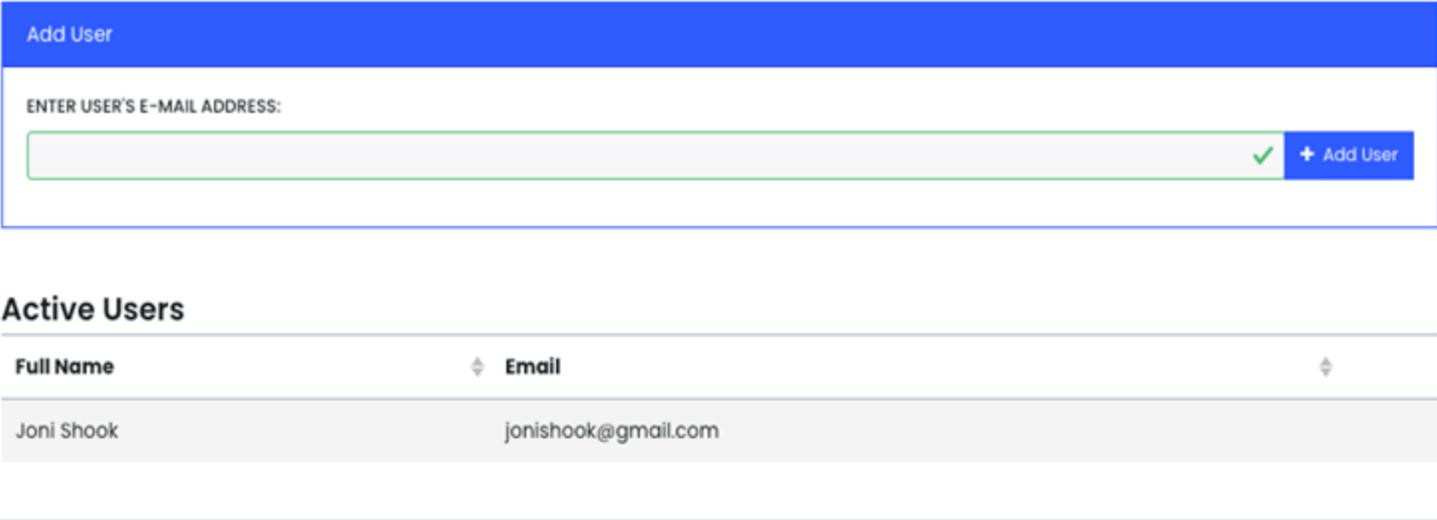


The screenshot shows a web application interface. At the top left, there is a diamond-shaped logo with the text "RECOGNIZED ASCA MODEL PROGRAM" around it. To the right of the logo, the text "Recognized ASCA Model Program" is displayed. Below this, there is a blue button with a white icon of three people and the text "Manage Users". A red arrow points to this button. Below the button, there is a navigation bar with three tabs: "Overview" (which is highlighted in blue), "Contact Information", and "School Information". Below the navigation bar, the word "Overview" is displayed in a large, bold font.

4: Managing Portal Access

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

- If the counselor is already in the system, their name will appear in **Active Users** and he/she 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 this 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". Below the form is a table titled "Active Users". The table has two columns: "Full Name" and "Email". The first row of data shows "Joni Shook" in the "Full Name" column and "jonishook@gmail.com" in the "Email" column. At the bottom right of the interface are two buttons: "Cancel" and "OK".

Full Name	Email
Joni Shook	jonishook@gmail.com



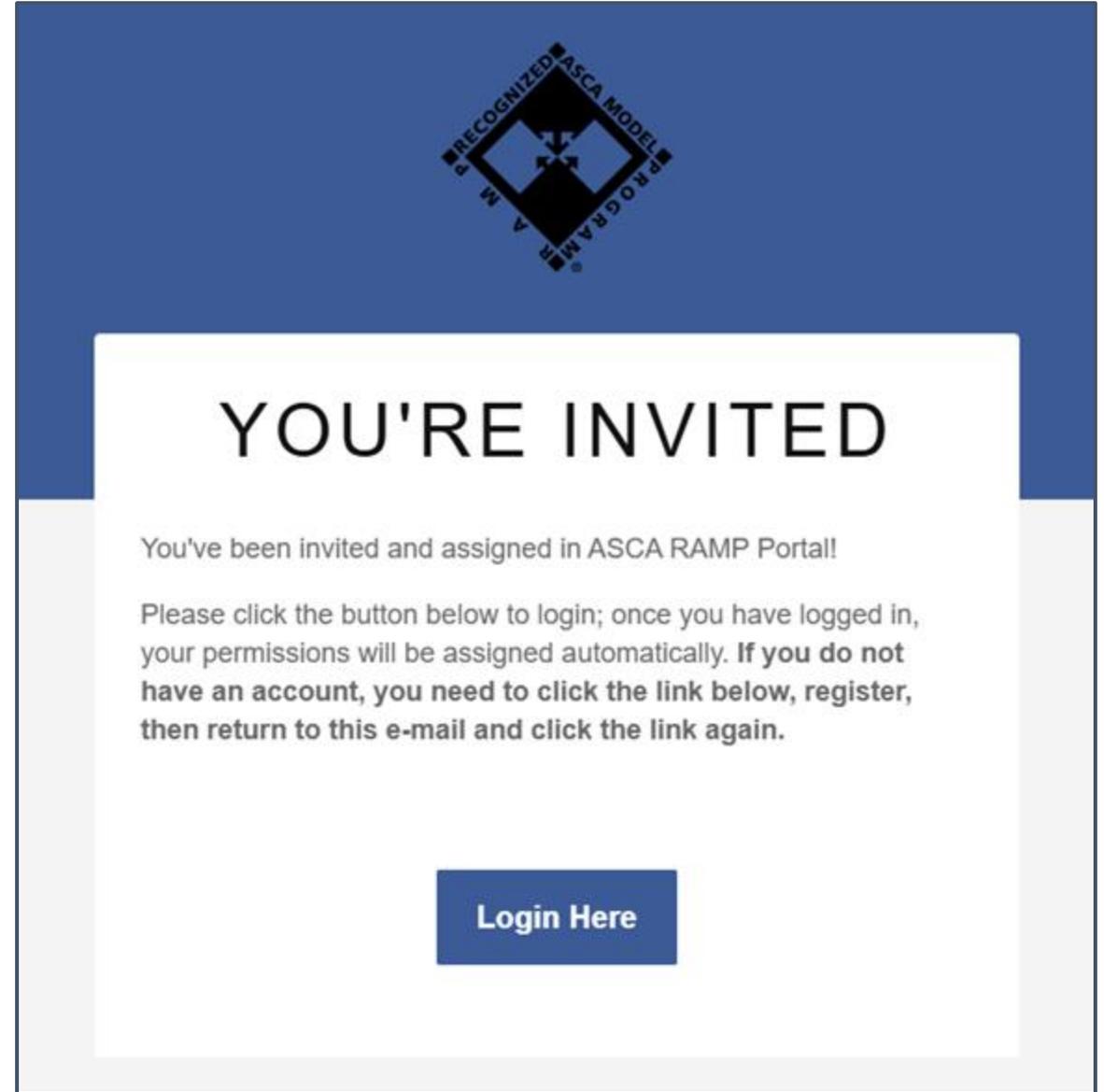
4: Managing Portal Access

- If counselor is not in system, their email will appear in **Pending Users** and he/she will receive an email with steps to create login/password.

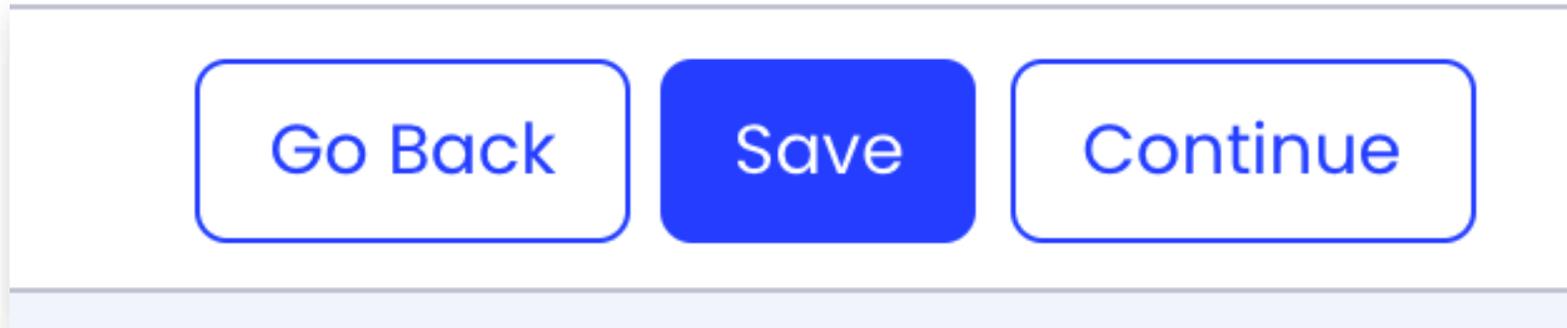


4: Managing Portal Access

The email includes directions for the invited school counselor.



Always Click SAVE!!



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

