



# Portal Sign In / Create User Account

Ascension Parish Government

rev. 7/22

The Parks and Recreation Portal is now conveniently open for residents use!

A screenshot of the "parks & recreation online portal" sign-in page. The page has a white background with a light blue header. On the left side, there is a list of services: "fitness classes", "adult leagues", "youth sports", "equipment rentals", and "facility rentals". Below this list, there is a paragraph: "A single portal account gets you access to be able to register for classes and leagues (individual & team sport)." On the right side, there is a "sign in" section. It includes a "Portal account" label, two input fields for username and password, a "Keep me signed in" checkbox, a blue "Sign in" button, and two links: "Can't access your account?" and "Don't have an account? Sign up now". The "Sign up now" link is highlighted with a red border. At the bottom of the page, there is a footer: "Tyler Parks and Recreation - 370 US Route 1 - Falmouth, ME 04105".

1. If you do not have a user account, click the '**Sign Up Now**' option.
2. You will be prompted to complete profile information. Information such as First and Last Name, Billing Address, Phone Numbers, and Email Address. **Ensure that you complete profile info to its entirety.**



# Portal Sign In / Create User Account

Ascension Parish Government

rev. 7/22

CONTACT DETAILS BILLING ADDRESS EMAIL CONFIRM

## Primary Contact Details

Please enter the contact details added after you have created your account.

\* Indicates required fields

first name\*  
Josey

middle name

last name\*  
Wales

Date Of Birth (mm/dd/yy)  
11/05/1977

Gender\*  
Male

CONTACT DETAILS BILLING ADDRESS EMAIL CONFIRM

## Contact Address

\* Indicates required fields

Address Line 1\*  
13 Pale Rider Junction

Address Line 2

City\*  
High Plains

Zip\*  
77444

CONTACT DETAILS BILLING ADDRESS EMAIL CONFIRM

## Email

Please note that the email address will be used as your login id and a temporary password will be emailed.

\* Indicates required fields

Email Address  
no.name@drifter.com

confirm email address\*  
no.name@drifter.com

< Back Next >

3. After completing all applicable info, click '**Next**' so that the information can be saved, and your new user account will be created.
4. Check for an email confirming that your account was successfully created. The email will contain further instructions to complete process, such as your temporary password.
5. After following instructions via email, you may sign in at any time. The portal is configured to take payments, view parish facilities availability and more.

\*\* If additional assistance is required, please reach out to the Recreation Department Citizen Service Center: 225-450-1200.