



ASCENDER GUIDES



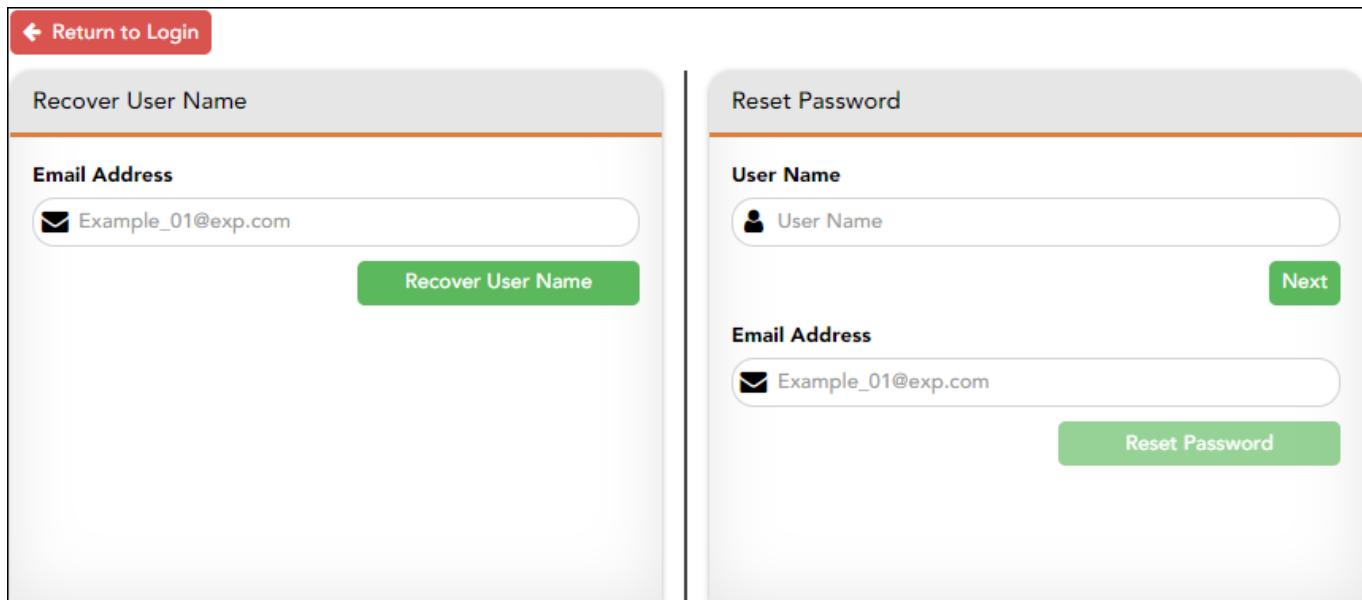
Reset Password (Restablecer contraseña)

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Parent - Retrieve User Name/Reset Password

This page allows you to recover your user name or reset your password.



The screenshot shows a web page with two parallel forms side-by-side. The left form is titled 'Recover User Name' and has a 'Return to Login' button. It contains an 'Email Address' field with the value 'Example_01@exp.com' and a 'Recover User Name' button. The right form is titled 'Reset Password' and has a 'User Name' field with a placeholder 'User Name' and a 'Next' button. It also contains an 'Email Address' field with the value 'Example_01@exp.com' and a 'Reset Password' button.

E-mail Type your current email address.

Click **Submit**. A message is sent to your email address that contains a new password.

Return to txConnect, and log on using your user name and new password. Once you are logged on, you can reset your password as described above.

Look up user name:

This option is not available if email is not available for the application.

E-mail Type your current email address.

Click **Submit**. A message is sent to your email address that contains your user name and a new password.

Return to txConnect, and log on using your user name and new password. Once you are logged on, you can reset your password as described above.



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