



ASCENDER GUIDES



forgotpassword_body

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

[← Return to Login](#)

Recover User Name

Email Address

 Example_01@exp.com

Recover User Name

Reset Password

User Name

 User Name

Next

Email Address

 Example_01@exp.com

Reset Password

Retrieve User Name

E-mail Type your current email address.

Click **Retrieve User Name**. A message is sent to your email address that contains your User Name.

Return to ParentPortal, and log on using your user name and password.

Reset Password

You have two options for resetting your password: By User Name and By Email Address.

By User Name:

User Name Type your User Name.

☐ Click **Next**.

You are prompted to enter the answer to one of your hint questions.

☐ Type the answer and click **Next**.

Password	Type a new password.
Re-enter Password	Re-type a new password.

Click **Finish**.

The My Account page opens.

By Email Address:

Email Address	Type your email address.
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☐ Click **Reset Password**.

A message is displayed indicating that instructions for resetting your password were sent to the email address entered.

☐ Click **Cancel** to close the message.



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