



ASCENDER GUIDES



security_password_body

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You can update your ParentPortal account password at any time.

☐ Click **Update Password**. A pop-up window opens:

Old Password	Type your current password in order to verify your access.
New Password	<div>Type a password that you will use when you log on to ParentPortal.</div> <div><ul style="list-style-type: none">• The password must be 8 to 25 alphanumeric characters.• Use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBcd1234).• Your password is case sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).</div>
Confirm Password	Retype your password exactly as it was typed above. This step confirms that you typed your password as you intended.

☐ Click **Save**. The password is changed.



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