



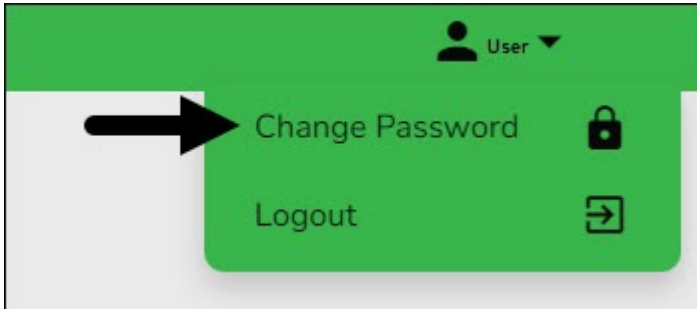
Change Password

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Change Password

To change your password, from the ASCENDER Home page, click the drop-down arrow next to your user name and then click **Change Password**.



The Change Password page is displayed.

A screenshot of the 'Change Password' form. The form is dark-themed and overlaid on a background image of a child's face. It contains the following fields: 'User ID: User', 'Old Password:' with a password input field, 'New password:' with a password input field, and 'Confirm Password:' with a password input field. At the bottom are two buttons: 'Save' (green) and 'Cancel' (white with green border). The ASCENDER logo is in the top left corner.

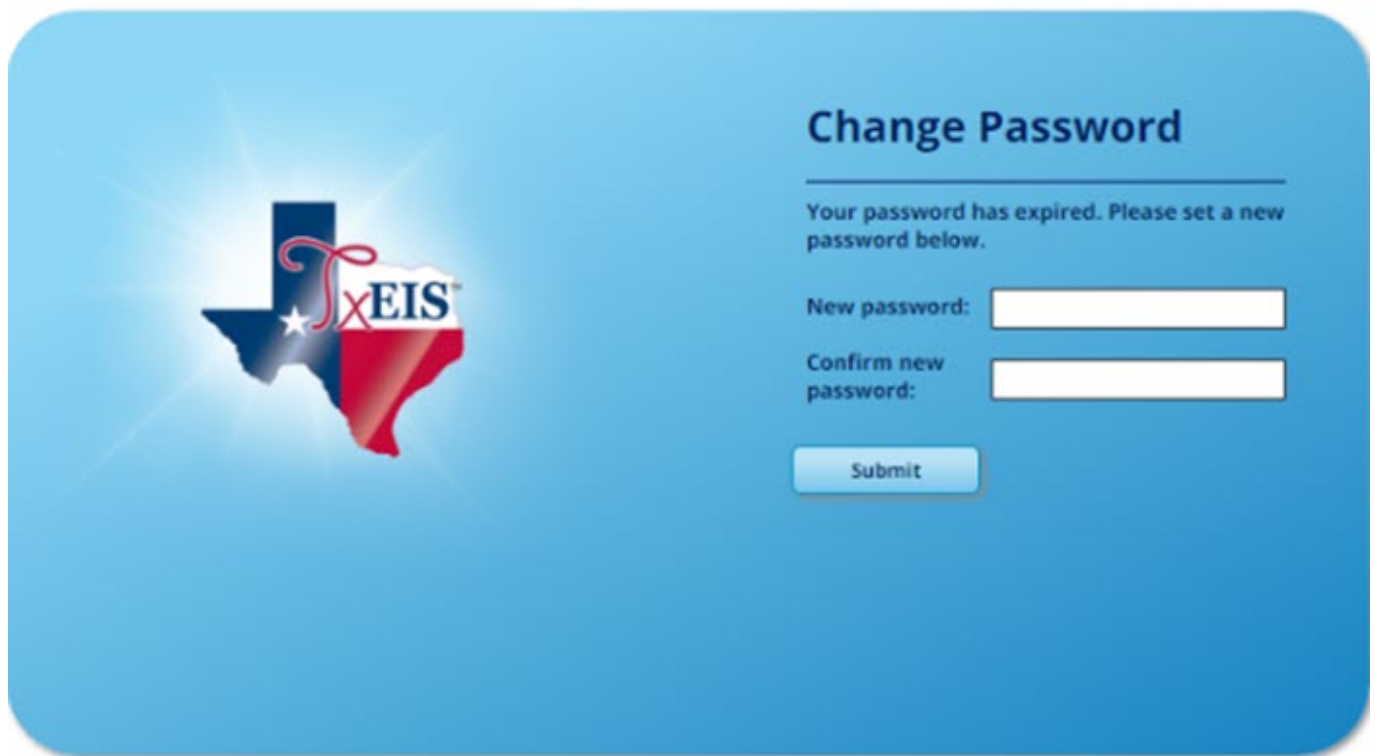
User ID	Your LEA-issued user ID is displayed.
Old Password	Type your old (current) password.
New Password	Type your new password.
Confirm Password	Retype your new password to confirm.

☐ Click **Save** to save your new password.

☐ Click **Cancel** to cancel the request and return to the ASCENDER Home page.

Note: The ASCENDER password requirements are defined by the LEA on the Utilities > Set TxEIS Preferences page in DBA Assistant.

If your password expires, the following Change Password page opens:



The image shows a 'Change Password' web form. On the left is a logo for 'Tx EIS' featuring a map of Texas with a red 'Tx' and 'EIS' in blue. The form itself is on a blue background. It has a title 'Change Password', a message 'Your password has expired. Please set a new password below.', two input fields for 'New password:' and 'Confirm new password:', and a 'Submit' button.

Change Password

Your password has expired. Please set a new password below.

New password:

Confirm new password:

IMPORTANT:

This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

You will be prevented from reusing a previous password:



Change Password

Your password has expired. Please set a new password below.

Password cannot match any of your previous two passwords.

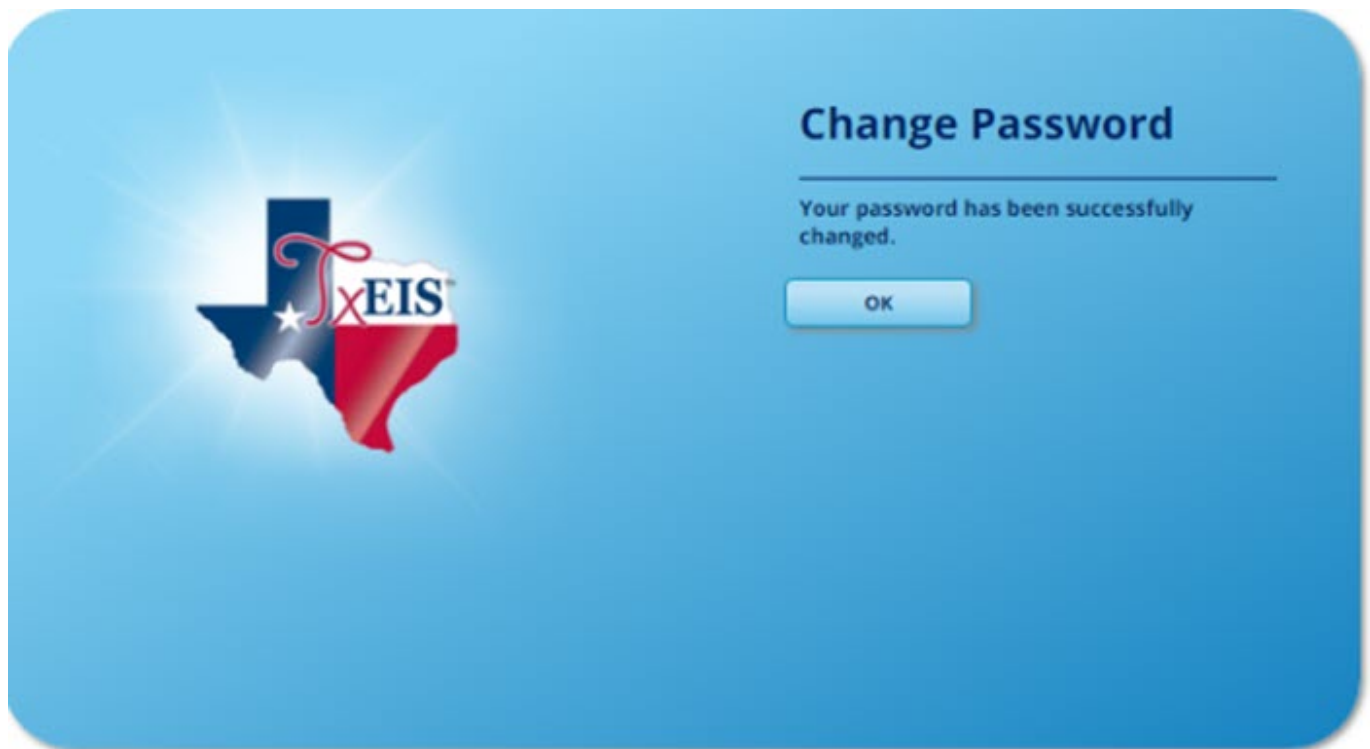
New password:

Confirm new password:

IMPORTANT:

This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

The following page is displayed upon successfully changing your password:



IMPORTANT:

This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.