




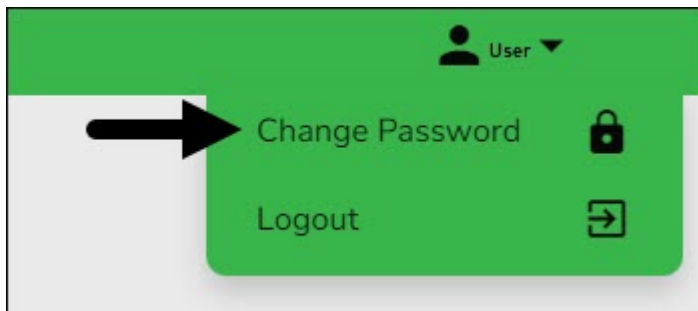
Change Password

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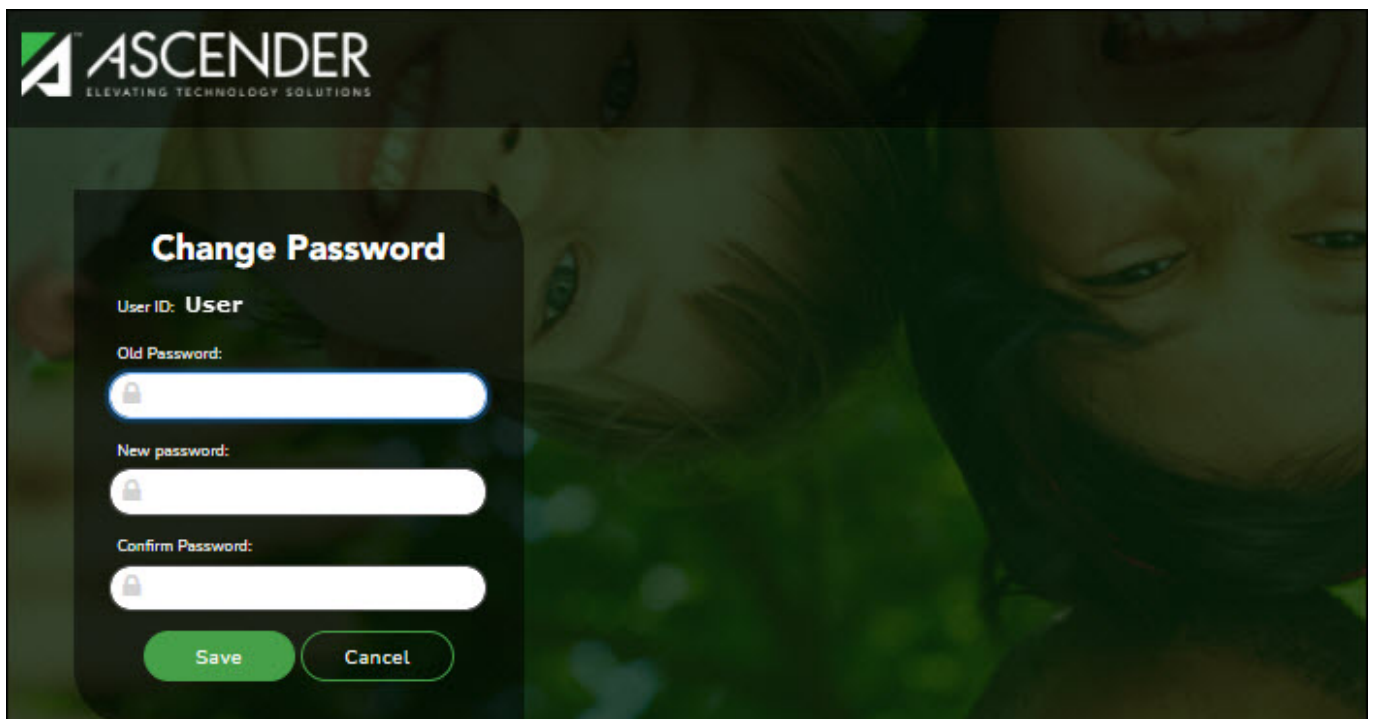
Change Password i

Change Password

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



The Change Password page is displayed.

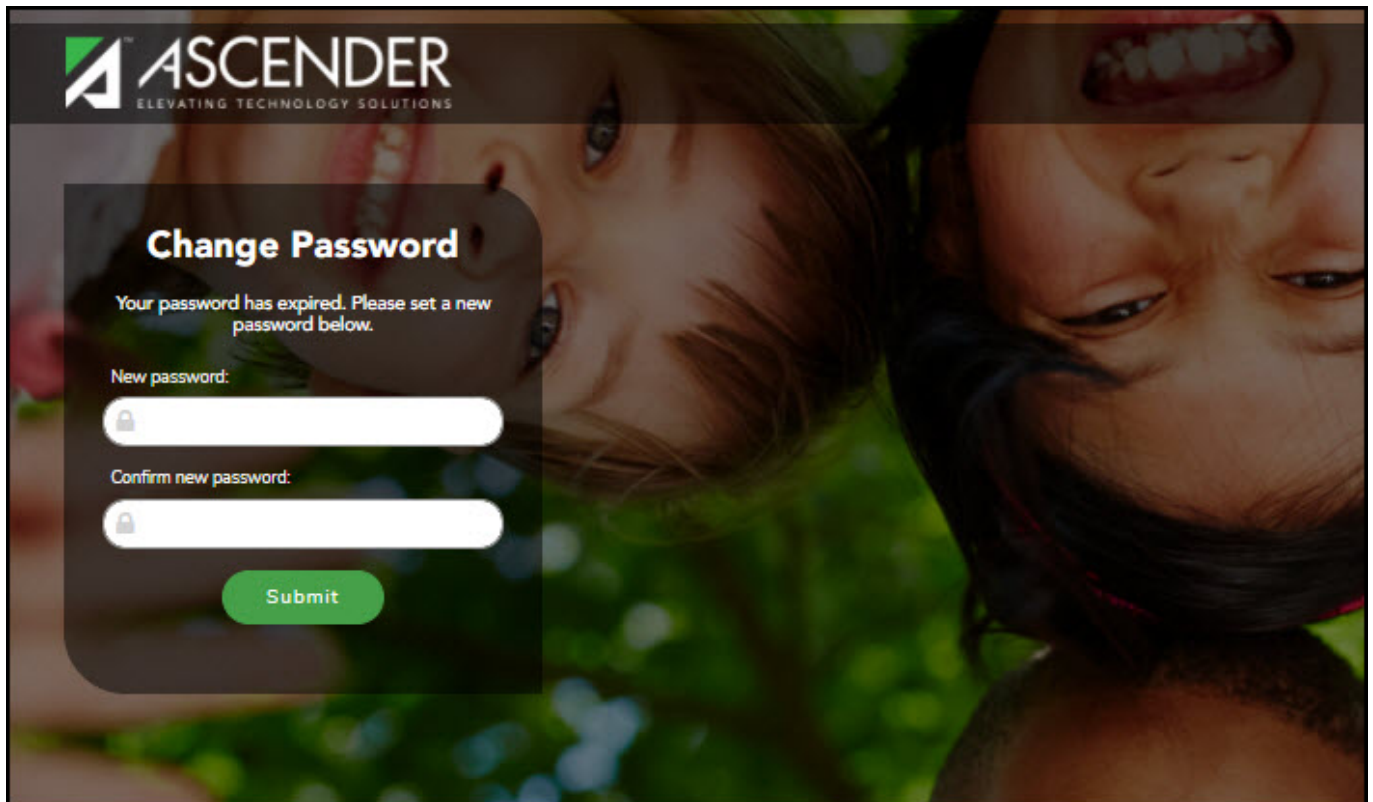
A screenshot of the 'Change Password' form. The form is titled 'Change Password' and is set against a dark background with a blurred image of a person's face. It includes the ASCENDER logo at the top left. The form fields are: 'User ID: User', 'Old Password:' with a password input field, 'New password:' with a password input field, and 'Confirm Password:' with a password input field. At the bottom, there are two buttons: 'Save' and 'Cancel'.

User ID	Displays your LEA-issued user ID.
Old Password	Type your old (current) password.
New Password	Type a new password. Requirements: <ul style="list-style-type: none">• 8-46 alphanumeric characters• Three of the following: uppercase, lowercase, numeric, and special characters• Case-sensitive
Confirm Password	Retype your new password to confirm.

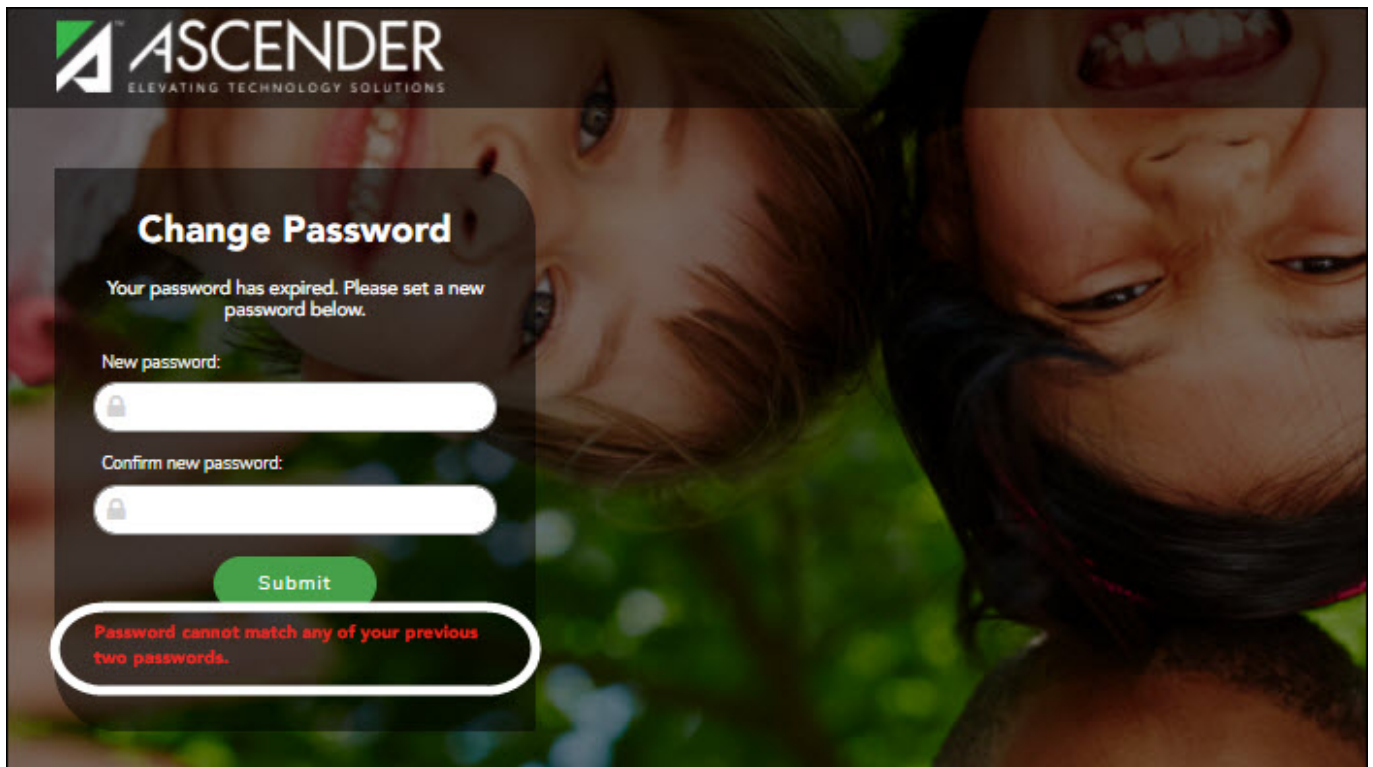
Click **Save** to save your new password.

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

If your password expires, the following Change Password page is displayed.



You will be prevented from reusing a previous password.



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Change Password

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

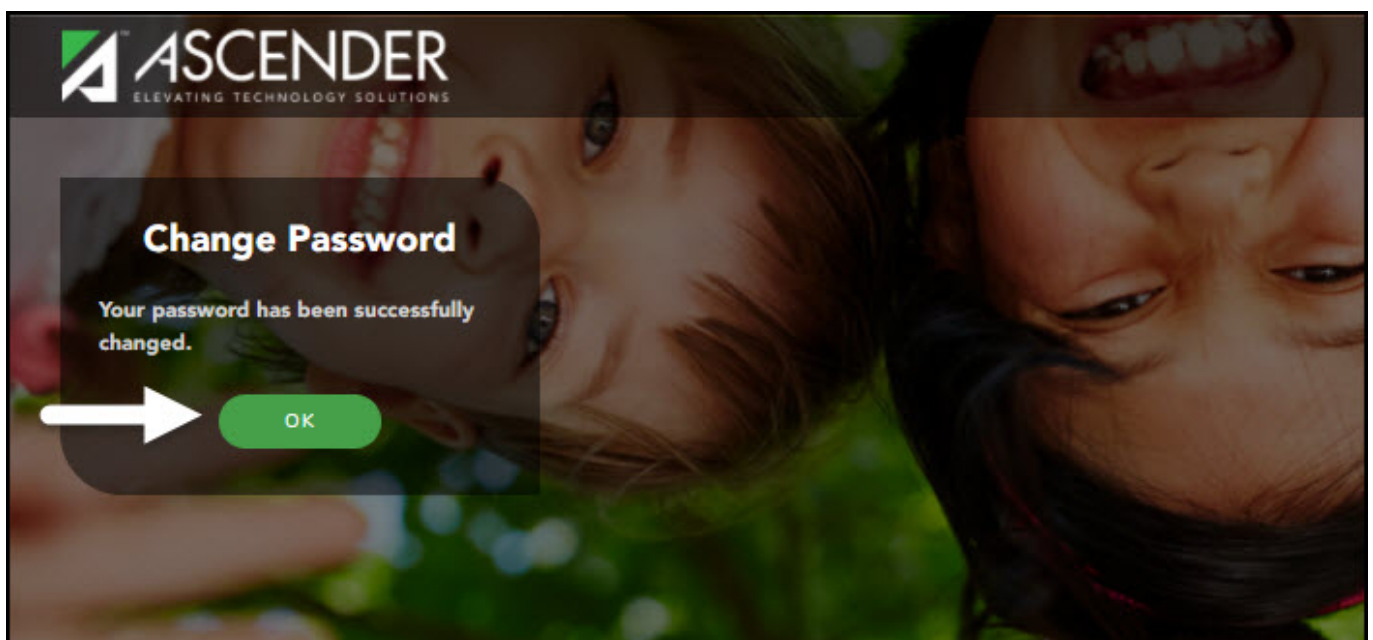
New password:

Confirm new password:

Submit

Password cannot match any of your previous two passwords.

The following page is displayed upon successfully changing your password:



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Change Password

Your password has been successfully changed.

→ OK