




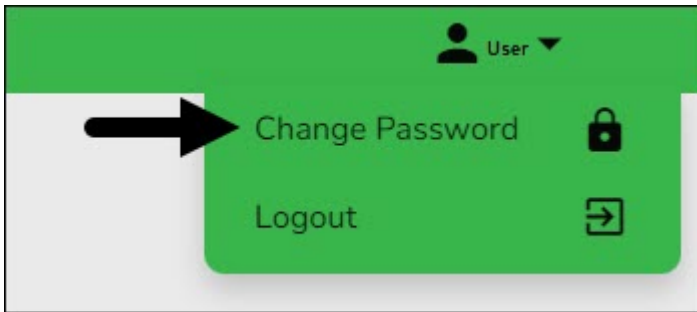
Change Password

Table of Contents

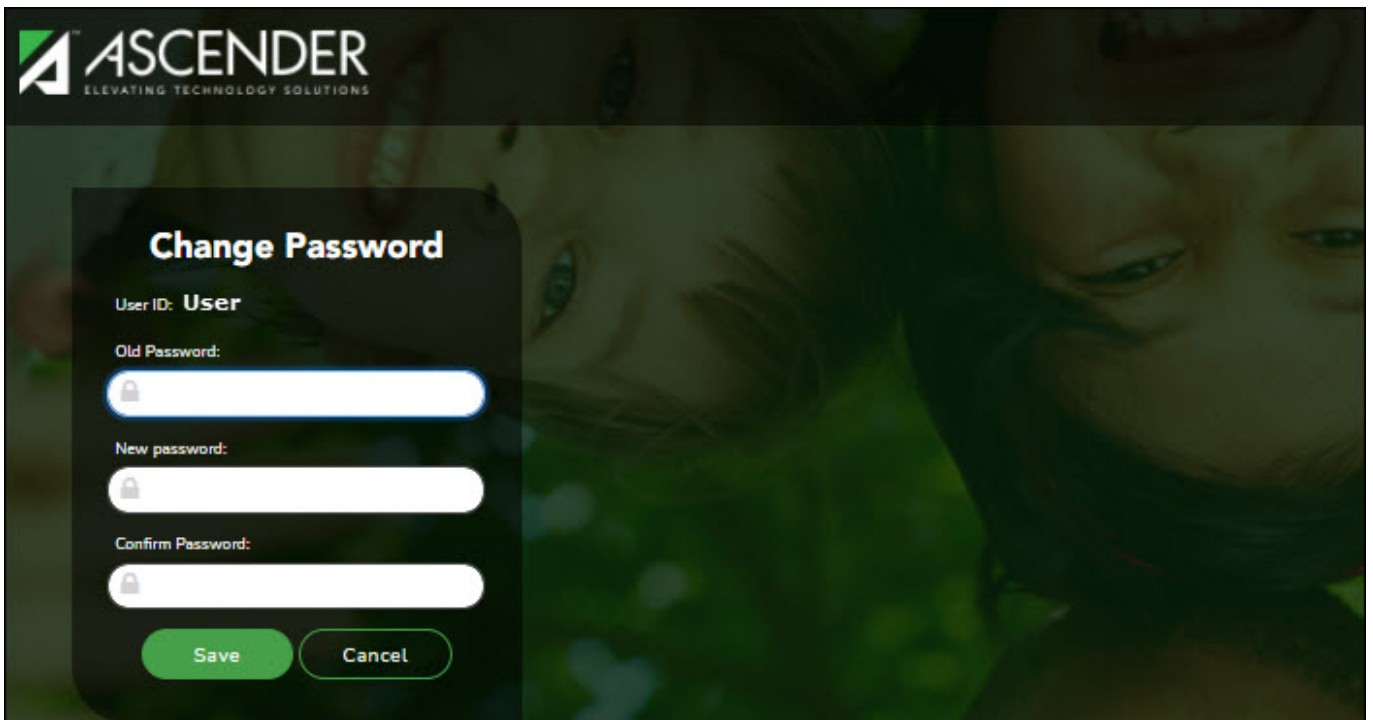
Change Password i

Change Password

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



The Change Password page is displayed.

A screenshot of the "Change Password" page. The page has a dark background with the ASCENDER logo at the top left. The main content is a dark modal box with the title "Change Password". Below the title, it shows "User ID: User". There are three password input fields: "Old Password:", "New password:", and "Confirm Password:". Each field has a lock icon on the left. At the bottom of the modal, there are two buttons: "Save" (green) and "Cancel" (white with green border).

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">• 16-46 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 Homepage.

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



You will be prevented from reusing a previous password.



The following page is displayed upon successfully changing your password:

