



ASCENDER  
**EMPLOYEE  
PORTAL**

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS

The graphic features a black background on the left with a white and blue stylized 'A' logo. To the right is a vertical photograph of a tree trunk with a blue tint. The text is arranged in three horizontal sections: the top section contains the 'ASCENDER EMPLOYEE PORTAL' logo, the middle section is a blue bar with 'ASCENDER GUIDES' in white, and the bottom section is white with the 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS' logo.



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Click **Change Password**. The Change Password window opens.

Field	Description
<b>Old Password</b>	Type your current EmployeePortal password.
<b>New Password</b>	Type your password.  A show/hide toggle  allows you to view or mask the characters you are typing.  Requirements:  <ul style="list-style-type: none"> <li>• 16-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> </ul> <b>Not allowed:</b> [space] ! ? * & ^ <b>Allowed:</b> " # \$ % ' ( ) + , - . / : ; < = > @ [ \ ] _ ` {   } ~ <ul style="list-style-type: none"> <li>• Case-sensitive</li> </ul>
<b>Confirm Password</b>	Retype the password that you typed in the <b>New Password</b> field to confirm your new password.

Click **Submit** to update your current password to the new password. Otherwise, click **Cancel** to close the window without saving any changes. You will receive a confirmation email message notifying you that your password changed.



## Back Cover