



ASCENDER  
**EMPLOYEE  
PORTAL**

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS

The graphic features a black background on the left with a white and blue logo consisting of a stylized 'A' with a blue triangle. To the right of the logo, the text 'ASCENDER EMPLOYEE PORTAL' is displayed in white. Below this, a blue horizontal bar contains the text 'ASCENDER GUIDES' in white. At the bottom left, the 'ASCENDER.' logo is shown in grey, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. On the right side of the graphic, there is a vertical image of a tree trunk with a blue tint.



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- Click your name in the upper-left corner or click  at any time to display the Self-Service Profile page.
- Click **Change Password** to display the Change Password pop-up window.

Field	Description
<b>Old Password</b>	Type your current EmployeePortal password.
<b>New Password</b>	Type a six-to-nine alphanumeric password. The password must contain at least one uppercase letter, one lowercase letter, and one number.
<b>Confirm Password</b>	Type the six-to-nine alphanumeric password that you typed in the <b>New Password</b> field.

- Click **Submit** to update your current password to the new password. Otherwise, click **Cancel** to close the pop-up window without saving the changes.



## Back Cover