



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Table of Contents

☐ Click **Change Password** to display the Change Password pop-up window.

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