



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. A teal horizontal bar contains the text 'ASCENDER GUIDES' in white. Below this, the Ascender logo and tagline are displayed on a white background.

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

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 window without saving any changes.



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