



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES



ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



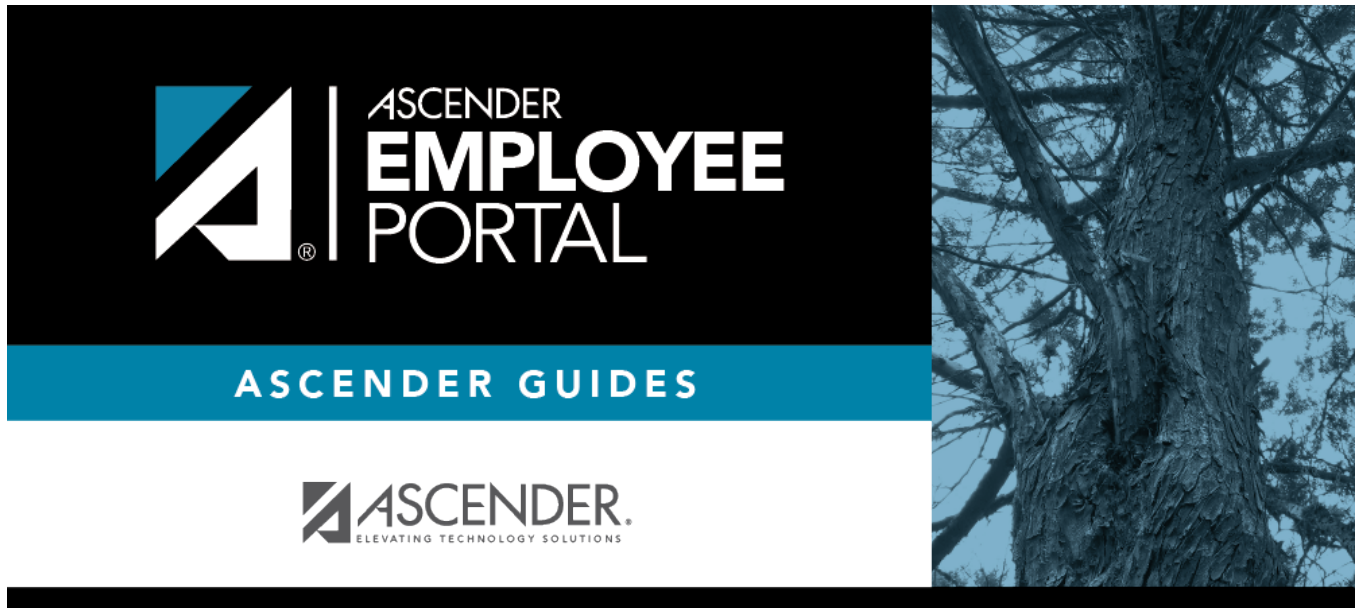
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☐ Click **Change Password**. The Change Password window opens.

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.

An email message is automatically sent to your email address to notify you that your password changed.



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