



The image is a composite graphic. On the left, there is a black rectangular area containing the Ascender logo (a stylized 'A' with a blue triangle) and the text 'ASCENDER EMPLOYEE PORTAL' in white. Below this is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom left of this section is the Ascender logo and the text 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS'. On the right side of the graphic is a vertical photograph of a tree trunk with rough bark, set against a blue sky with some foliage visible at the top.

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Access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed. After you have successfully logged on to the portal, the EmployeePortal Home page is displayed. Click your name in the upper-left corner or click  at any time to access the Self-Service Profile page.

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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