



ASCENDER

EMPLOYEE

PORTAL

ASCENDER GUIDES



ASCENDER.

ELEVATING TECHNOLOGY SOLUTIONS





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

|                         |                                                                                                                                          |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <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 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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