



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'. Below this is the Ascender logo and tagline.



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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>	Retype 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.



## Back Cover