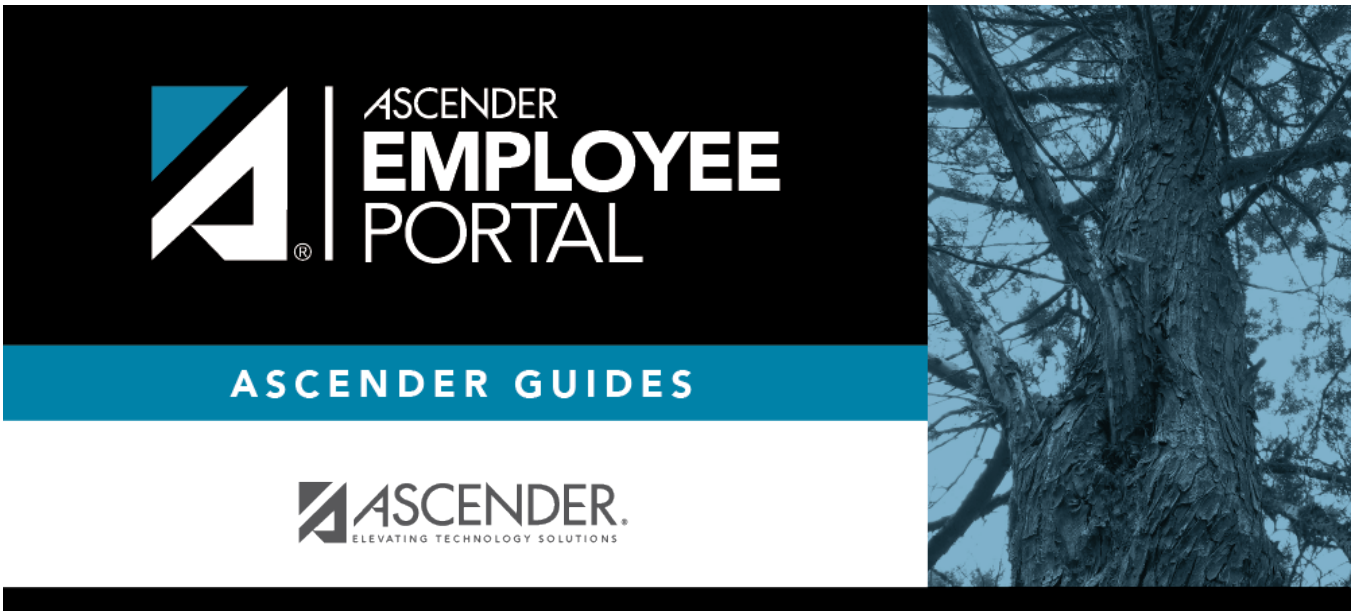
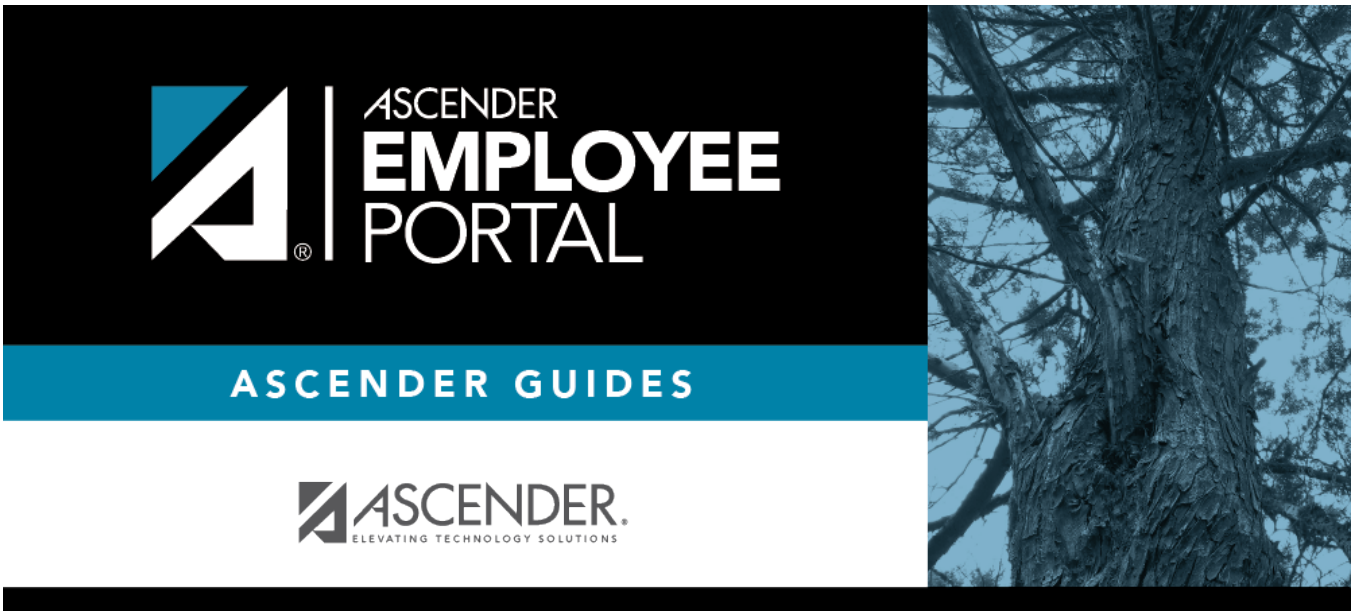

ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Table of Contents

❑ 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	Retype 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. You will receive a confirmation email message notifying you that your password changed.


ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover