

ASCENDER
**EMPLOYEE
PORTAL**

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

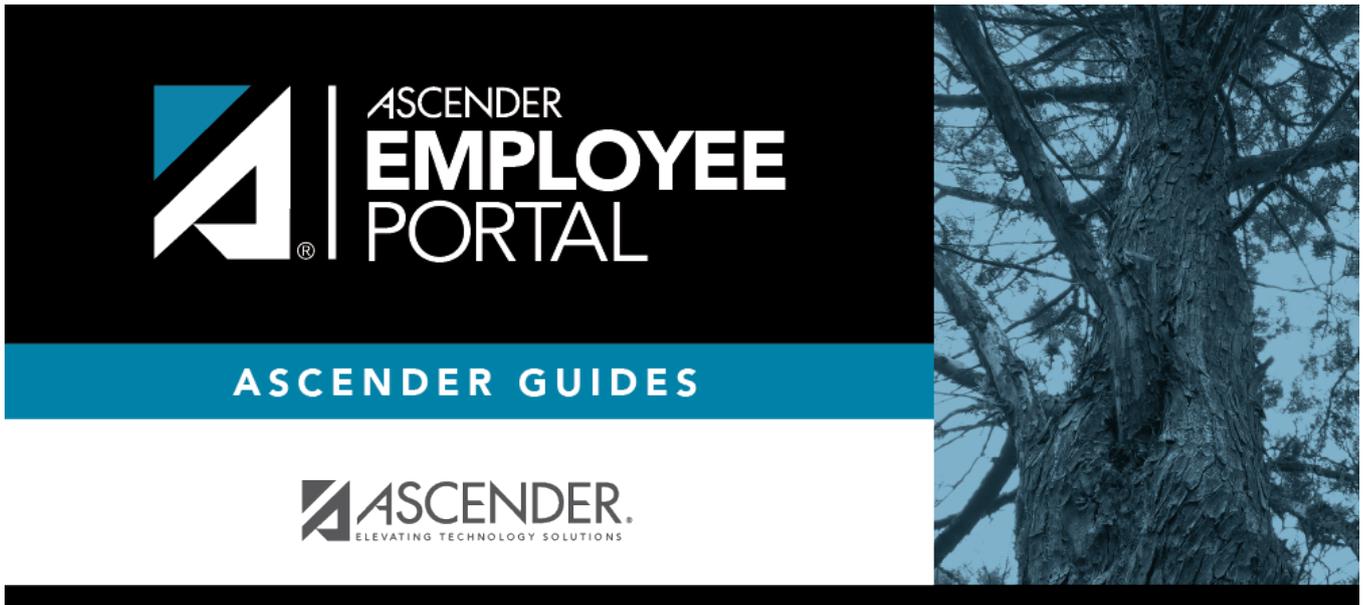
The image is a composite graphic. On the left, there is a black rectangular area containing the Ascender logo (a stylized 'A' with a blue triangle) and the text 'ASCENDER EMPLOYEE PORTAL' in white. Below this is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom left of this section is the Ascender logo and the text 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS'. On the right side of the graphic is a vertical image of a tree trunk with a blue tint, extending from the top to the bottom of the graphic area.

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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 | 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.



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