



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.

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

Old Password	Type your current EmployeePortal password.
New Password	Type a new password. The password minimum is 8 and the maximum is 46.
Confirm Password	Retype the password that you typed in the New Password field to confirm your new password.

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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