



ASCENDER
**EMPLOYEE
PORTAL**

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

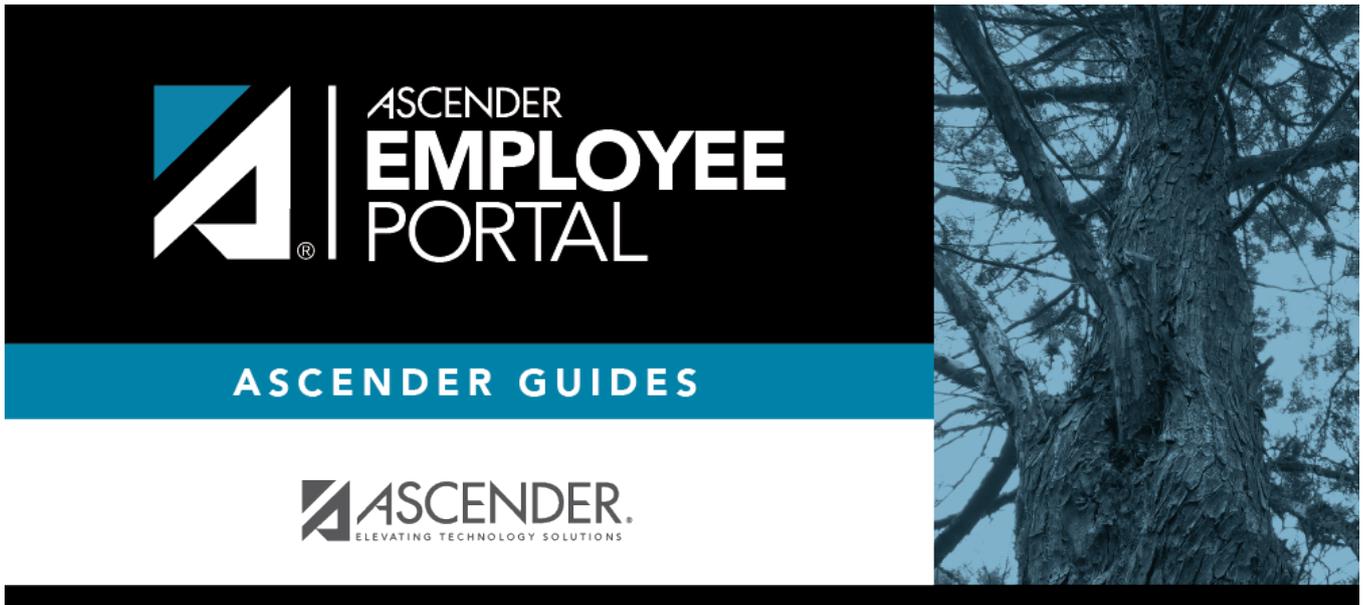
The graphic features a black background on the left with a white and blue logo consisting of a stylized 'A' with a blue triangle. To the right of the logo is the text 'ASCENDER EMPLOYEE PORTAL'. Below this is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom left is the 'ASCENDER.' logo with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS'. On the right side of the graphic is a vertical image of a tree trunk with a blue tint.

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

Old Password	Type your current EmployeePortal password.
New Password	Type a new 8-46 character password.
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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