



ASCENDER
**EMPLOYEE
PORTAL**

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

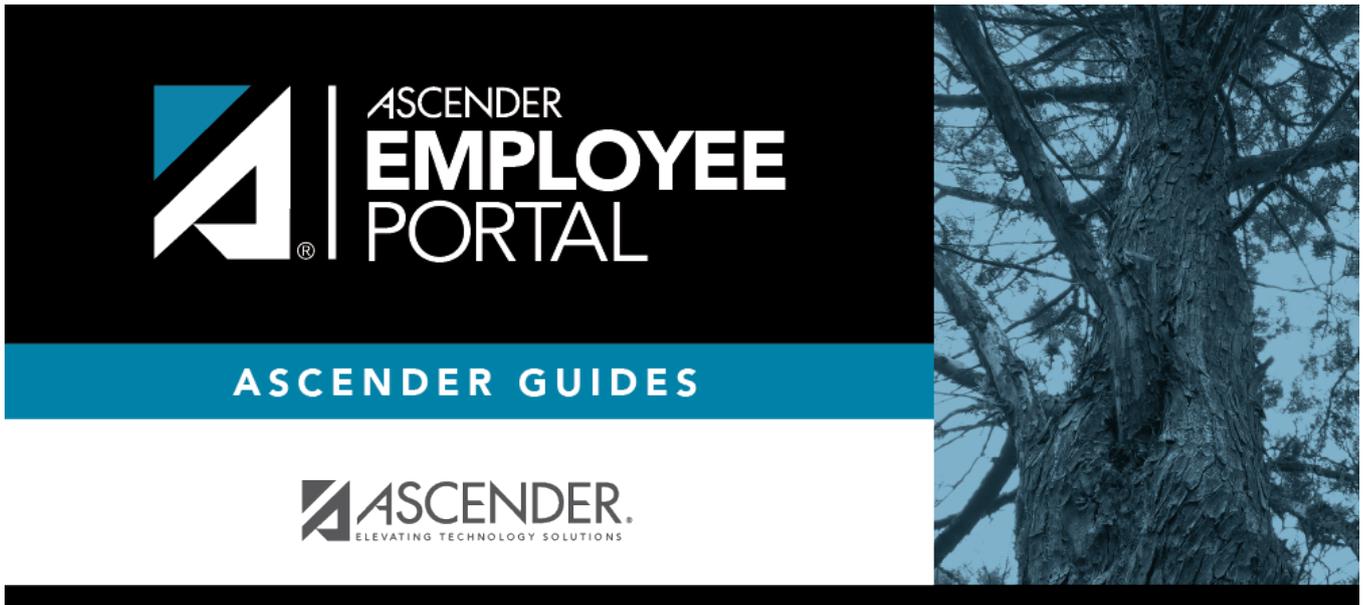
The graphic features a black background on the left with a white and blue stylized 'A' logo. To the right is a vertical photograph of a tree trunk with a blue tint. The text is arranged in three horizontal sections: the top section contains the 'ASCENDER EMPLOYEE PORTAL' logo, the middle section is a blue bar with 'ASCENDER GUIDES' in white, and the bottom section is white with the 'ASCENDER. ELEVATING TECHNOLOGY SOLUTIONS' logo.

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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. Requirements: <ul style="list-style-type: none">• 8-46 alphanumeric characters• Three of the following: uppercase, lowercase, numeric, and special characters• Case-sensitive
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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