



ASCENDER
**EMPLOYEE
PORTAL**

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

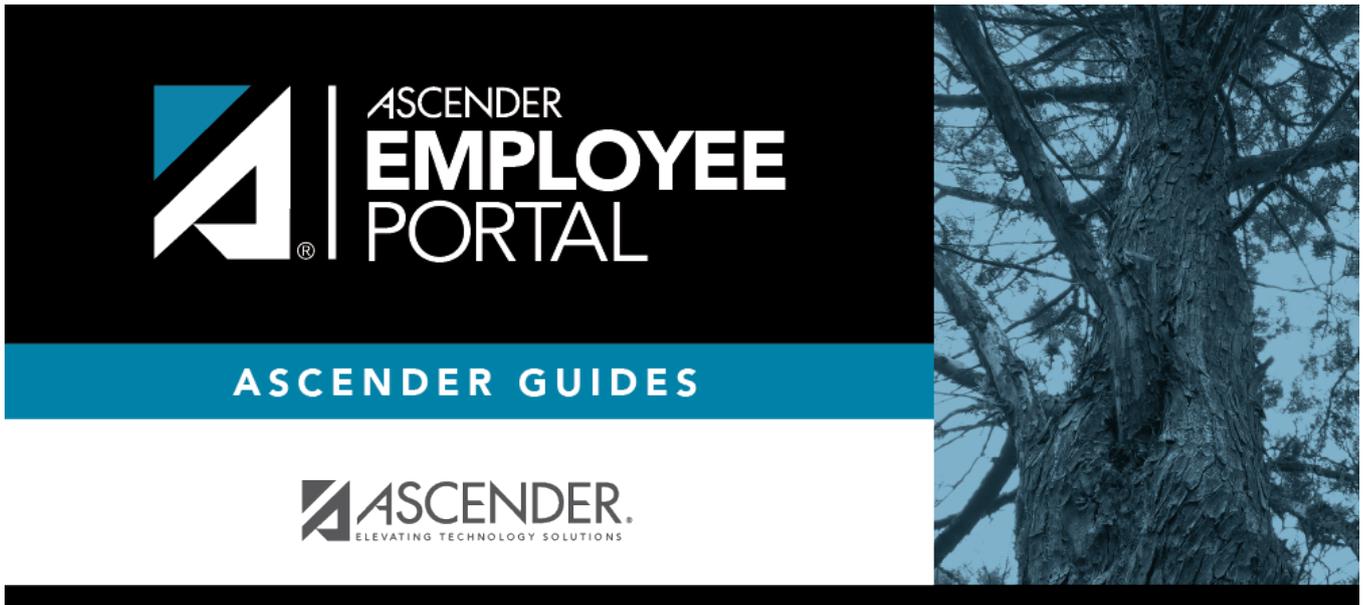
The graphic features a black background on the left with a white and blue logo consisting of a stylized 'A' with a blue triangle. To the right of the logo is the text 'ASCENDER EMPLOYEE PORTAL'. Below this is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom left is the 'ASCENDER.' 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.

Table of Contents

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

Field	Description
Old Password	Type your current EmployeePortal password.
New Password	Type a new password. Requirements: <ul style="list-style-type: none">• 16-46 alphanumeric characters• Three of the following: uppercase, lowercase, numeric, and special characters (Spaces and the following characters are not allowed: ! ? * & ^)• 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.



Back Cover