

ASCENDER
**EMPLOYEE
PORTAL**

ASCENDER GUIDES

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ELEVATING TECHNOLOGY SOLUTIONS




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ASCENDER EmployeePortal > Forgot Password

From the EmployeePortal Login page, click **Forgot Password**. The Forgot Password page is displayed.

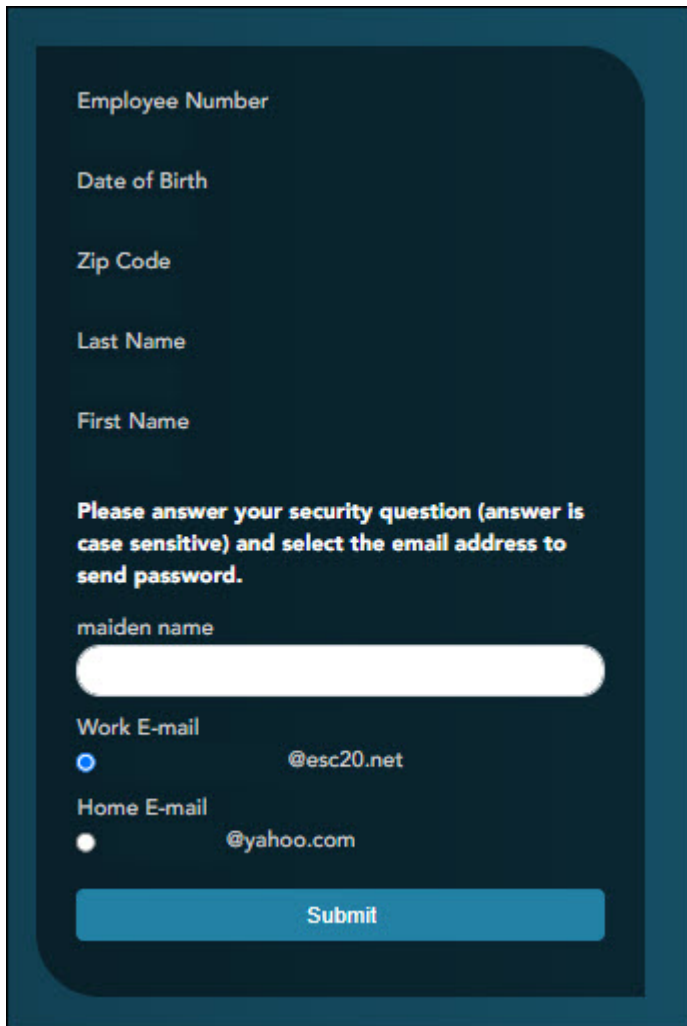
This page is used to reset your password if you forgot it. If you are an existing user and you know your current password and want to change it, use the [Change Password](#) page. If you are locked out of your account, contact your EmployeePortal administrator.

Employee Number or Social Security Number	Depending on your LEA's settings, you are prompted for either your employee number or your nine-digit social security number.
Date of Birth	Type your birth date in the MMDDYYYY format.
Zip Code	Type your five-digit zip code.

Click **Retrieve**.

- The entered data is verified to ensure that you are authorized to use EmployeePortal.
- The **Employee Number** or **Social Security Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields cannot be modified.

You are prompted to answer the security question that you entered when you created your user account.



The screenshot shows a registration form with the following fields and options:

- Employee Number
- Date of Birth
- Zip Code
- Last Name
- First Name
- A security question prompt: "Please answer your security question (answer is case sensitive) and select the email address to send password."
- A text input field labeled "maiden name".
- Two radio button options for email selection:
 - Work E-mail: @esc20.net
 - Home E-mail: @yahoo.com
- A blue "Submit" button at the bottom.

- In the answer field, type the answer to the security question.
- You have three opportunities to answer the question correctly.
- If the question is not correctly answered, the answer is protected, and you are prompted to call your EmployeePortal administrator to have your user account deleted. Once your user account is deleted, you can use the [Create Account](#) page to create your account again.

Click **Submit**. You are redirected to the EmployeePortal Login page. An email message containing your temporary password is sent to your email address.

Obtain your temporary password from your email and return to the EmployeePortal Login page. The temporary password is only valid for 24 hours.

Type your user name and the temporary password and click **Login**. You are redirected to the [Change Password](#) page. Follow the instructions for changing your password.



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