



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES




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ELEVATING TECHNOLOGY SOLUTIONS



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ASCENDER EmployeePortal > Change Password

Access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed. After you have successfully logged on to the portal, the EmployeePortal homepage is displayed. Click your name in the upper-left corner or click  at any time to access the Self-Service Profile page, and then click **Change Password**.

This page is used to change your current password. If you forgot your password, use the [Forgot Password](#) page to reset your password. If you are locked out of your account, contact your LEA's EmployeePortal administrator.

☐ Click **Change Password**. The Change Password pop-up window opens.

Change Password

Old Password

Old Password

New Password

New Password

Confirm Password

Confirm Password

Submit

Cancel

Old Password	Type your old (current) password.
New Password	Type your new password. The password minimum is 8 and the maximum is 46.
Confirm Password	Retype your new password to confirm.

☐ Click **Submit** to update your current password to the new password. Otherwise, click **Cancel** to close the pop-up window without saving the changes. You will receive a confirmation email message notifying you that your password changed.

Your request to change your password was successful.

*****THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY*****



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