



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



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ELEVATING TECHNOLOGY SOLUTIONS





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**ASCENDER EmployeePortal > Change Password**

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

Field	Description
<b>Old Password</b>	Type your current EmployeePortal password.
<b>New Password</b>	Type a new password.  Requirements: <ul style="list-style-type: none"><li>• 8-46 alphanumeric characters</li><li>• Three of the following: uppercase, lowercase, numeric, and special characters</li><li>• Case-sensitive</li></ul>
<b>Confirm Password</b>	Retype the password that you typed in the <b>New Password</b> 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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