



ASCENDER GUIDES





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**ASCENDER EmployeePortal > Change Password**

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

<b>Field</b>	<b>Description</b>
<b>Old Password</b>	Type your current EmployeePortal password.
<b>New Password</b>	Type your password. A show/hide toggle  allows you to view or mask the characters you are typing. Requirements: <ul style="list-style-type: none"> <li>• 16-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> </ul> <b>Not allowed:</b> [space] ! ? * & ^ <b>Allowed:</b> " # \$ % ' ( ) + , - . / : ; < = > @ [ \ ] _ ` {   } ~ <ul style="list-style-type: none"> <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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