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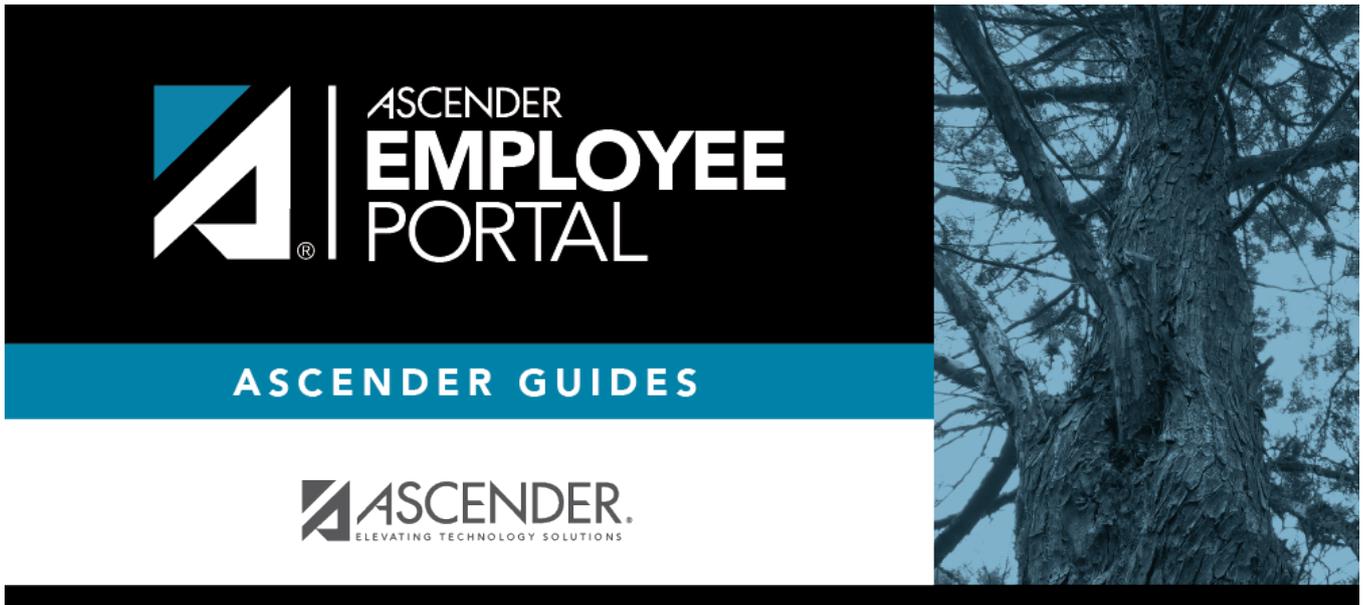*ASCENDER EmployeePortal > Change Password*

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 window opens.

Field	Description
Old Password	Type your current EmployeePortal password.
New Password	Type your password. A show/hide toggle 👁 allows you to view or mask the characters you are typing. Requirements: • 16-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters **Not allowed**: [space] ! ? * & ^ **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.

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