



ASCENDER
EMPLOYEE
PORTAL

ASCENDER GUIDES




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ELEVATING TECHNOLOGY SOLUTIONS



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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.

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 Home page is displayed. Click your name in the upper-left corner or click  at any time to access the Self-Service Profile page.

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

Field	Description
Old Password	Type your current EmployeePortal password.
New Password	Type a new password. Requirements: <ul style="list-style-type: none"> • 8-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • 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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