



ASCENDER GUIDES




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Change Password 1

Change Password

This page is used to change your current password.

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

Change your password:

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

Old Password	Type your current MemberPortal password.
New Password	Type a new password. Requirements: <ul style="list-style-type: none"> • 16-46 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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