


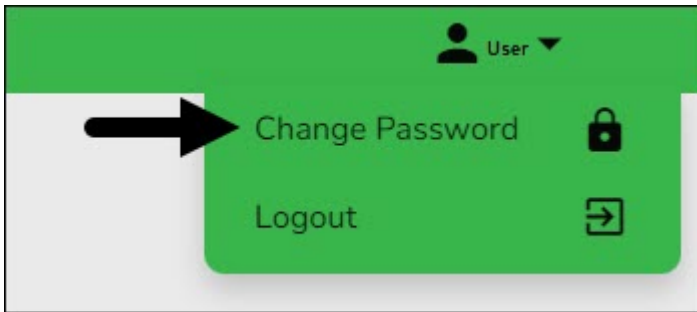


Change Password

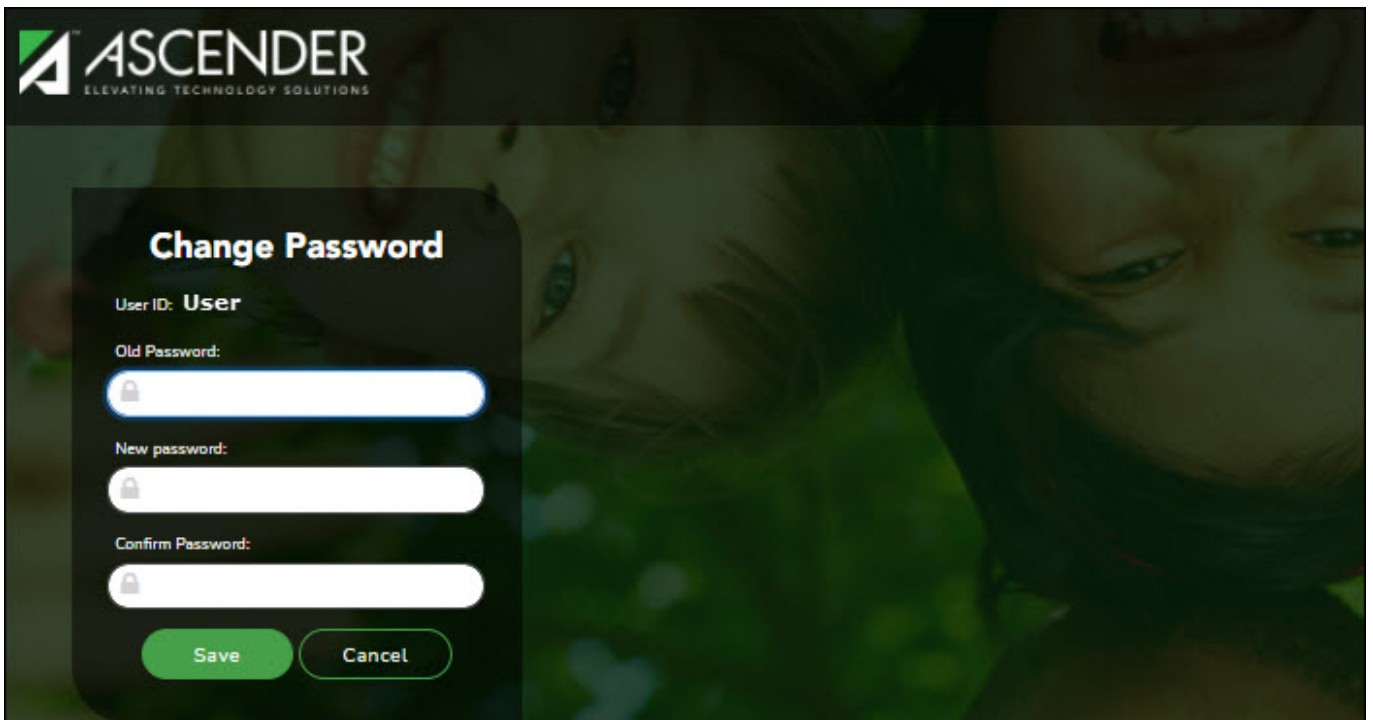
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Change Password

To change your password, from the ASCENDER Homepage, click  next to your user name and then click **Change Password**.



The Change Password page is displayed.

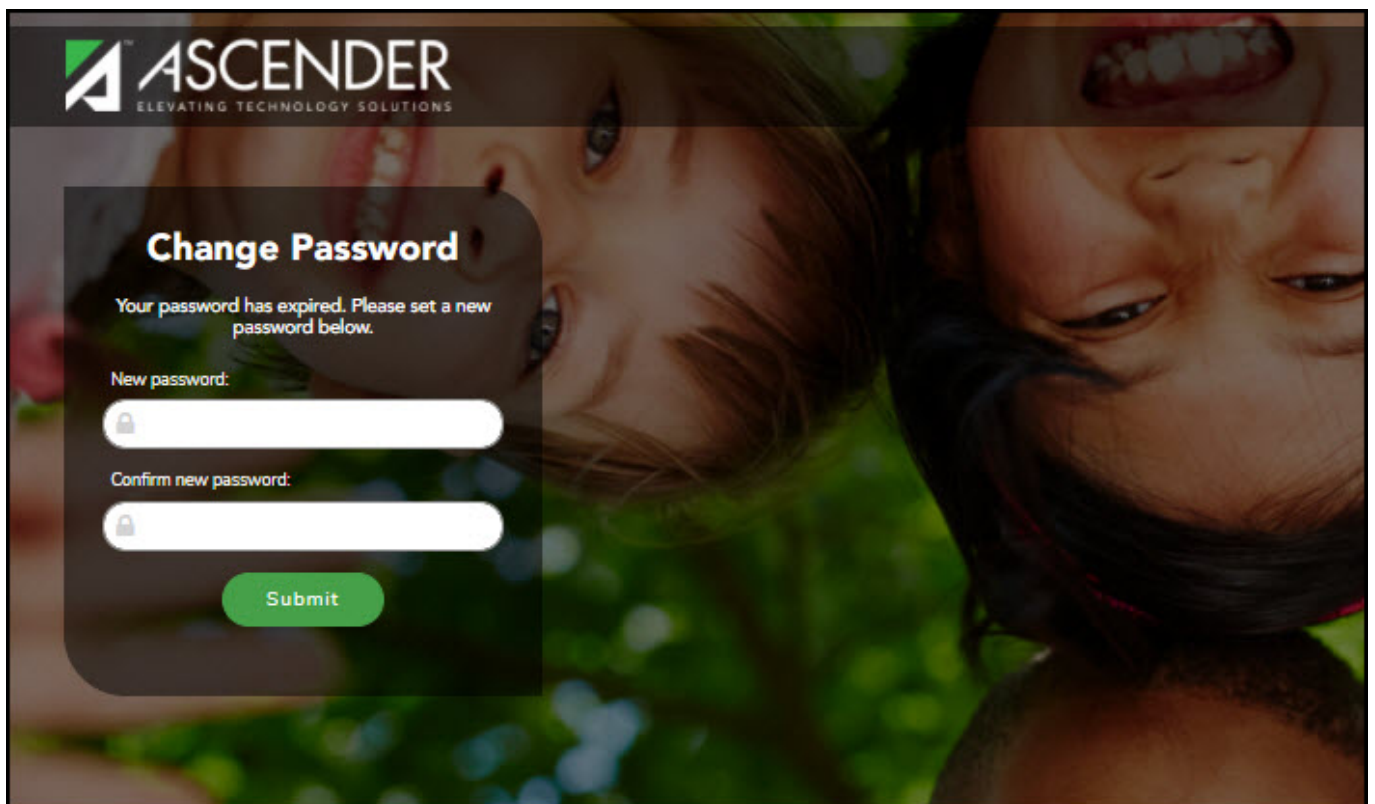
A screenshot of the 'Change Password' form. The form is titled 'Change Password' and is set against a dark background with a blurred image of a child's face. The form contains the following fields and buttons: 'User ID: User', 'Old Password:' with a password input field, 'New password:' with a password input field, and 'Confirm Password:' with a password input field. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

User ID	Displays your LEA-issued user ID.
Old Password	Type your old (current) password.
New Password	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: <ul style="list-style-type: none"> • Uppercase letters (A-Z) • Lowercase letters (a-z) • Numbers (0-9) • At least one allowed special character Forbidden characters: space, !, ?, *, &, ^
Confirm Password	Retype your new password to confirm.

Click **Save** to save your new password.

Click **Cancel** to cancel the request and return to the ASCENDER Homepage.

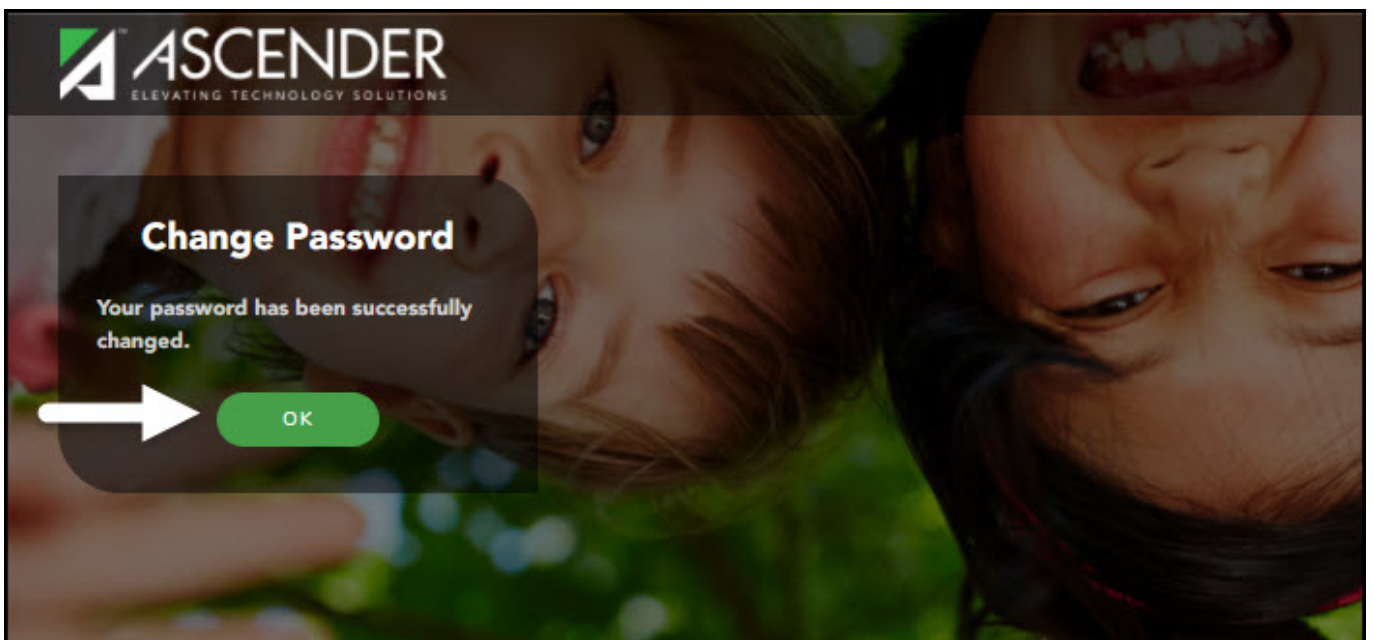
If your password expires, the following Change Password page is displayed.



You will be prevented from reusing a previous password.



The following page is displayed upon successfully changing your password:





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