



# Change Password

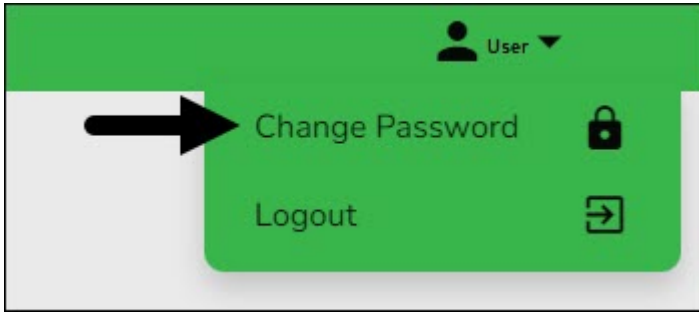


# Table of Contents

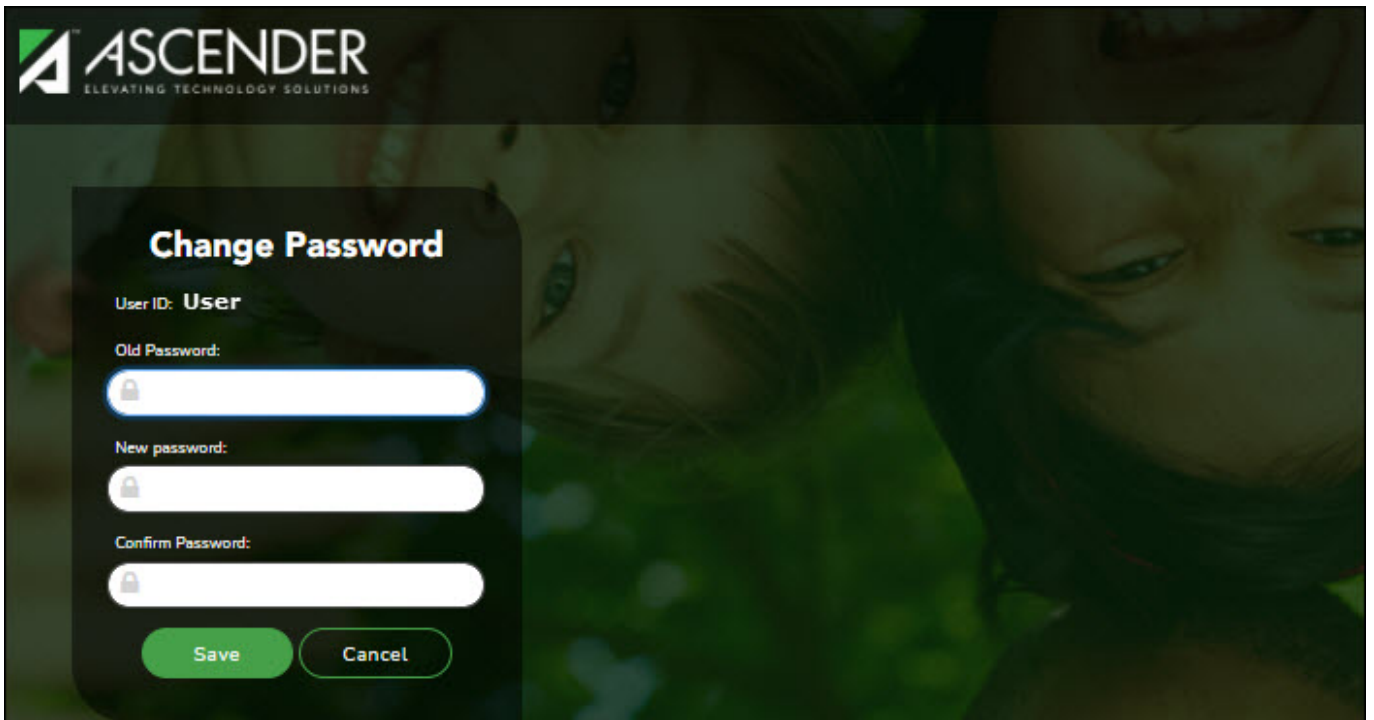


## Change Password

To change your password, from the ASCENDER Home page, click the drop-down arrow next to your user name and then click **Change Password**.



The Change Password page is displayed.



<b>User ID</b>	Your LEA-issued user ID is displayed.
<b>Old Password</b>	Type your old (current) password.
<b>New Password</b>	Type your new password.
<b>Confirm Password</b>	Retype your new password to confirm.

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

Click **Cancel** to cancel the request and return to the ASCENDER Home page.

**Note:** The ASCENDER password requirements are defined by the LEA on the Utilities > Set TxEIS Preferences page in DBA Assistant.

If your password expires, the following Change Password page opens:



## Change Password

Your password has expired. Please set a new password below.

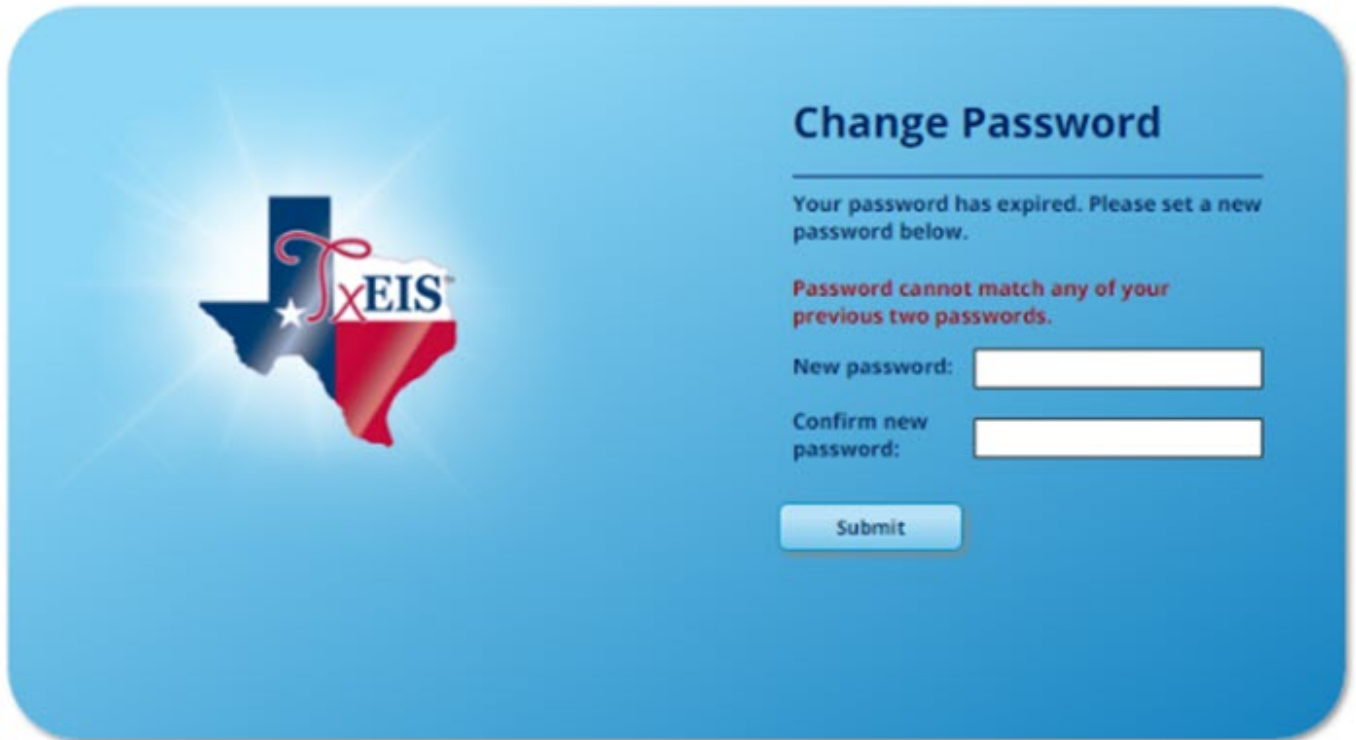
New password:

Confirm new password:

**IMPORTANT:**

This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

You will be prevented from reusing a previous password:

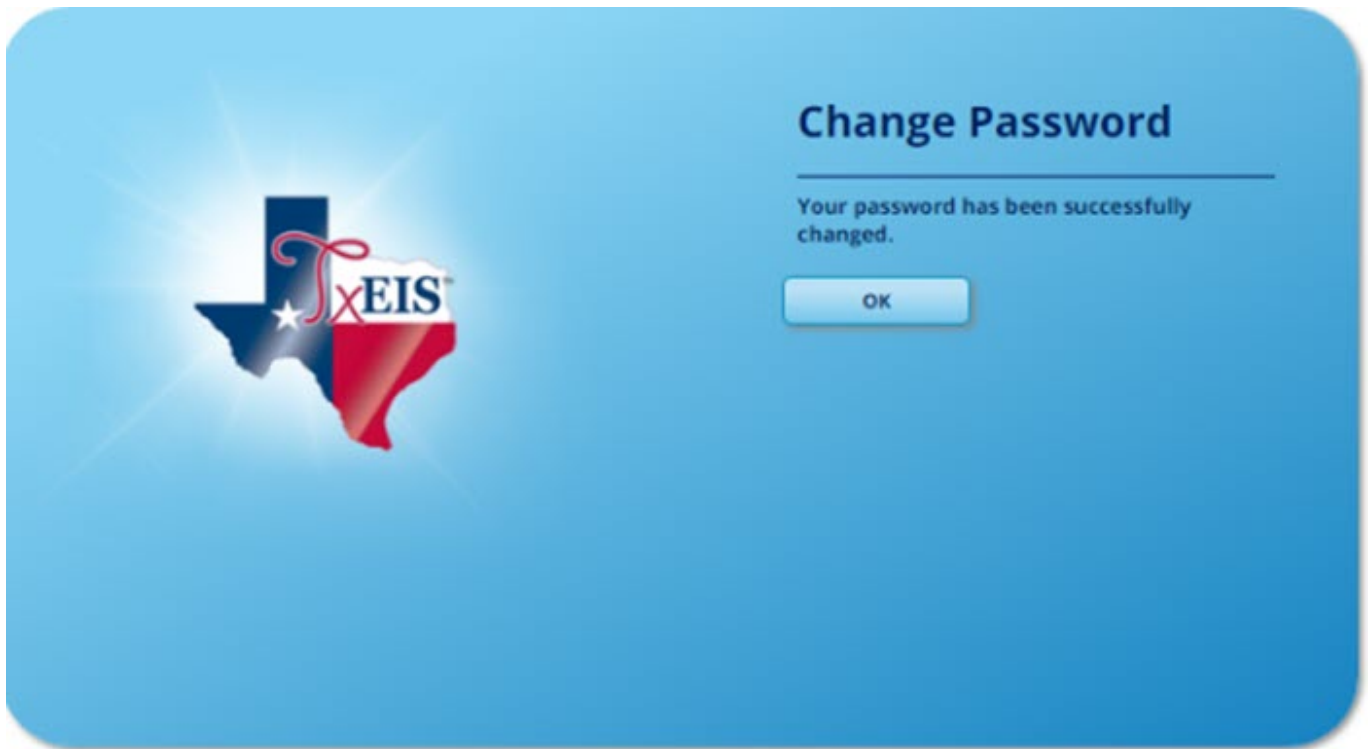


The image shows a 'Change Password' form on a blue background. On the left is a logo for 'Texas EIS' featuring a map of Texas with a white star and the letters 'EIS' in blue. The form includes a title 'Change Password', a message 'Your password has expired. Please set a new password below.', a red error message 'Password cannot match any of your previous two passwords.', two input fields for 'New password:' and 'Confirm new password:', and a 'Submit' button.

**IMPORTANT:**

This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

The following page is displayed upon successfully changing your password:



**IMPORTANT:**

**This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.**



## Back Cover