

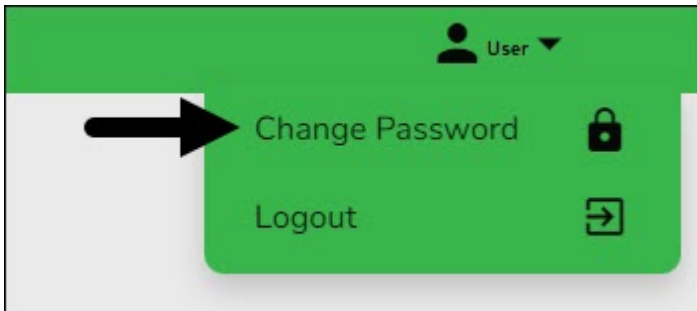


Change Password

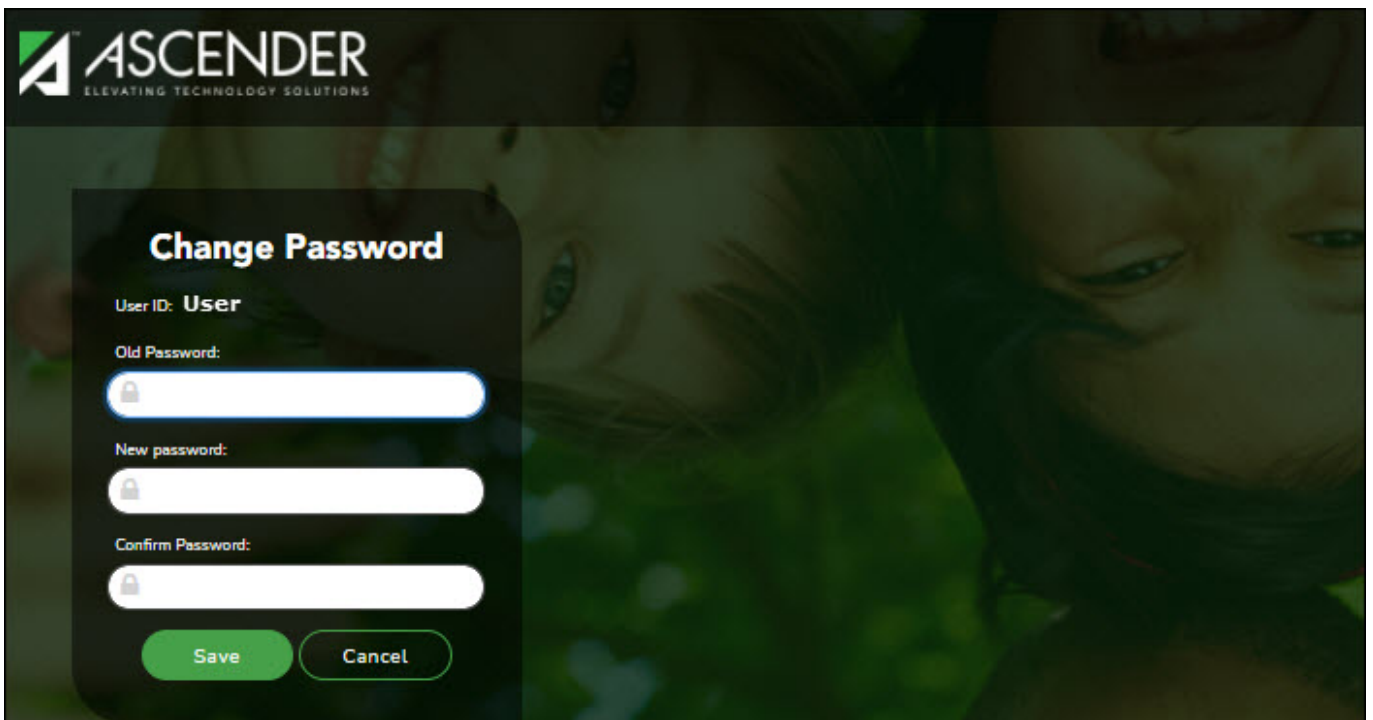
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Change Password

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.



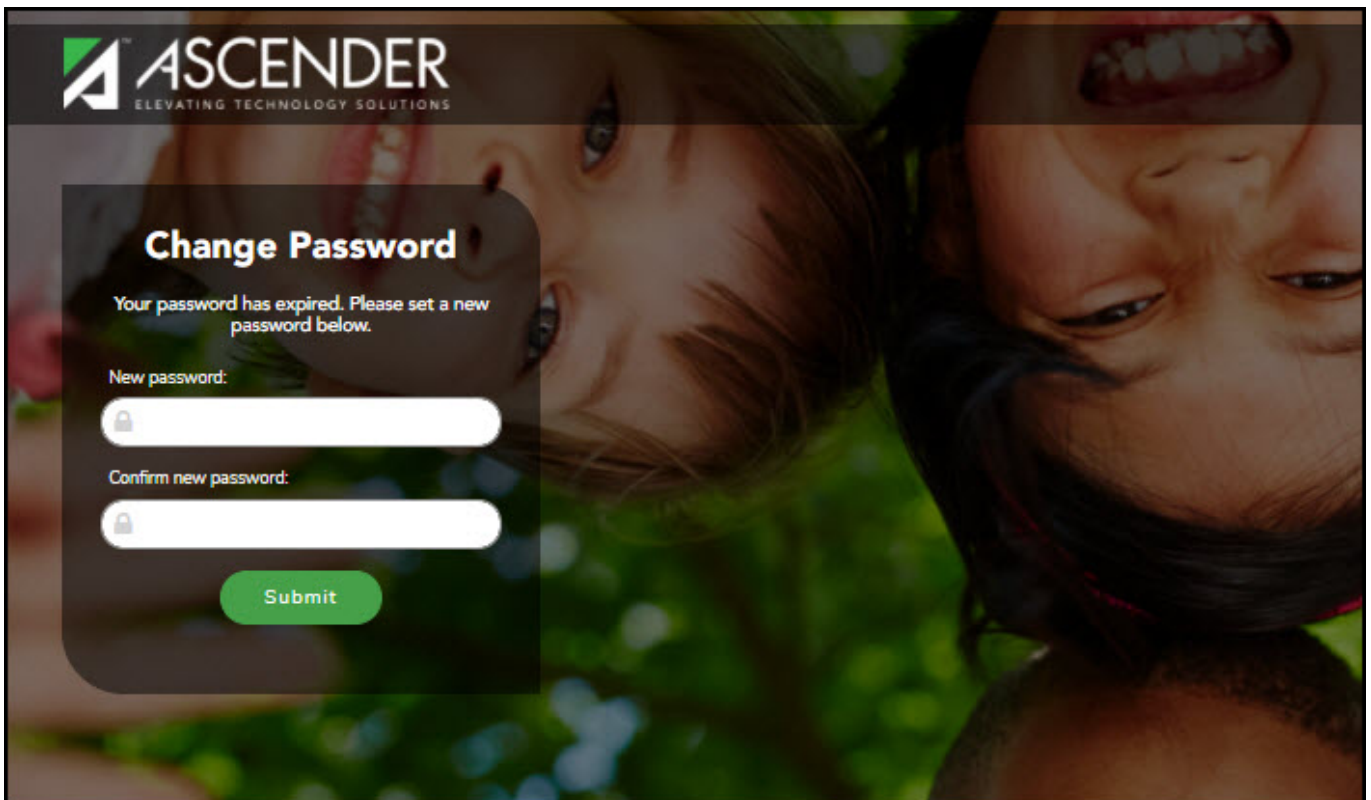
| | |
|-------------------------|---------------------------------------|
| User ID | Your LEA-issued user ID is displayed. |
| Old Password | Type your old (current) password. |
| New Password | Type your new password. |
| Confirm Password | Retype your new password to confirm. |

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

Click **Cancel** to cancel the request and return to the ASCENDER 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:



ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Change Password

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

New password:

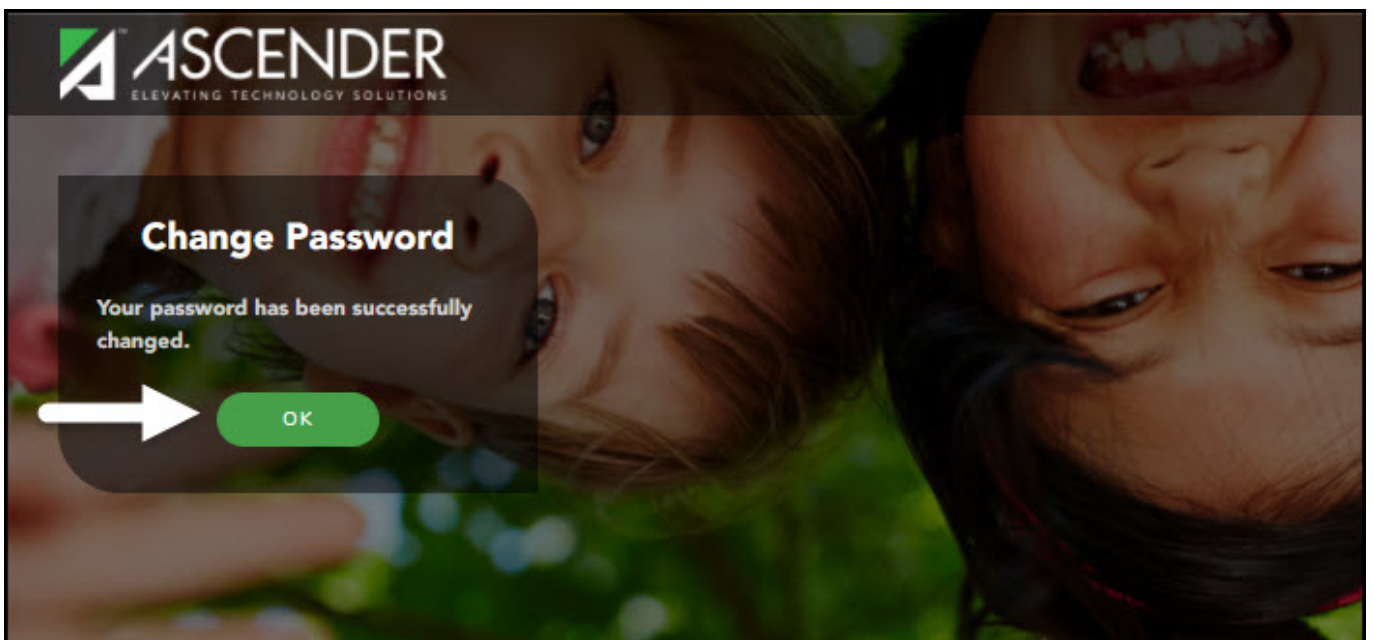
Confirm new password:

Submit

You will be prevented from reusing a previous password:



The following page is displayed upon successfully changing your password:





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