


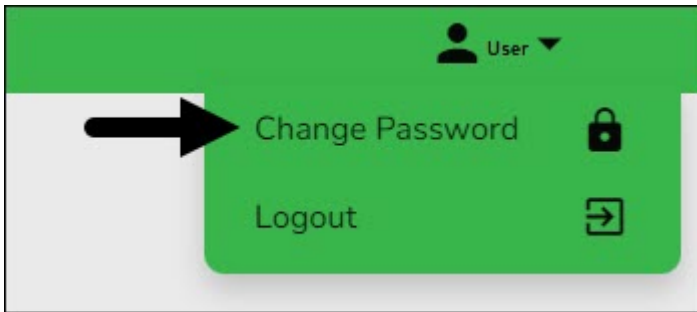


Change Password

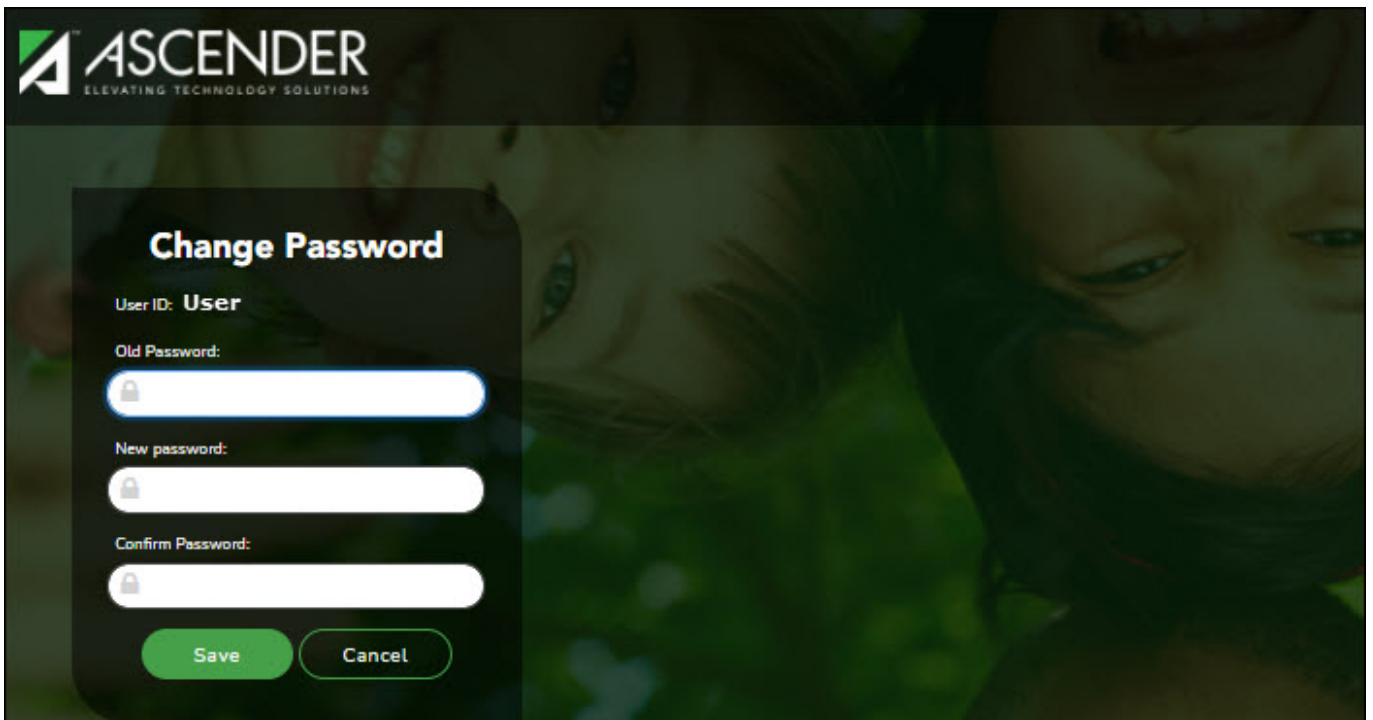
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Change Password

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



The Change Password page is displayed.

A screenshot of the "Change Password" page. The page features the ASCENDER logo at the top left, with the tagline "ELEVATING TECHNOLOGY SOLUTIONS". The main content area is a dark grey card with the title "Change Password". Below the title, the "User ID" is displayed as "User". There are three password input fields: "Old Password:", "New password:", and "Confirm Password:". Each field has a lock icon on the left. At the bottom of the card, there are two buttons: "Save" (green) and "Cancel" (white with a green border). The background of the page is a blurred image of a person's face.

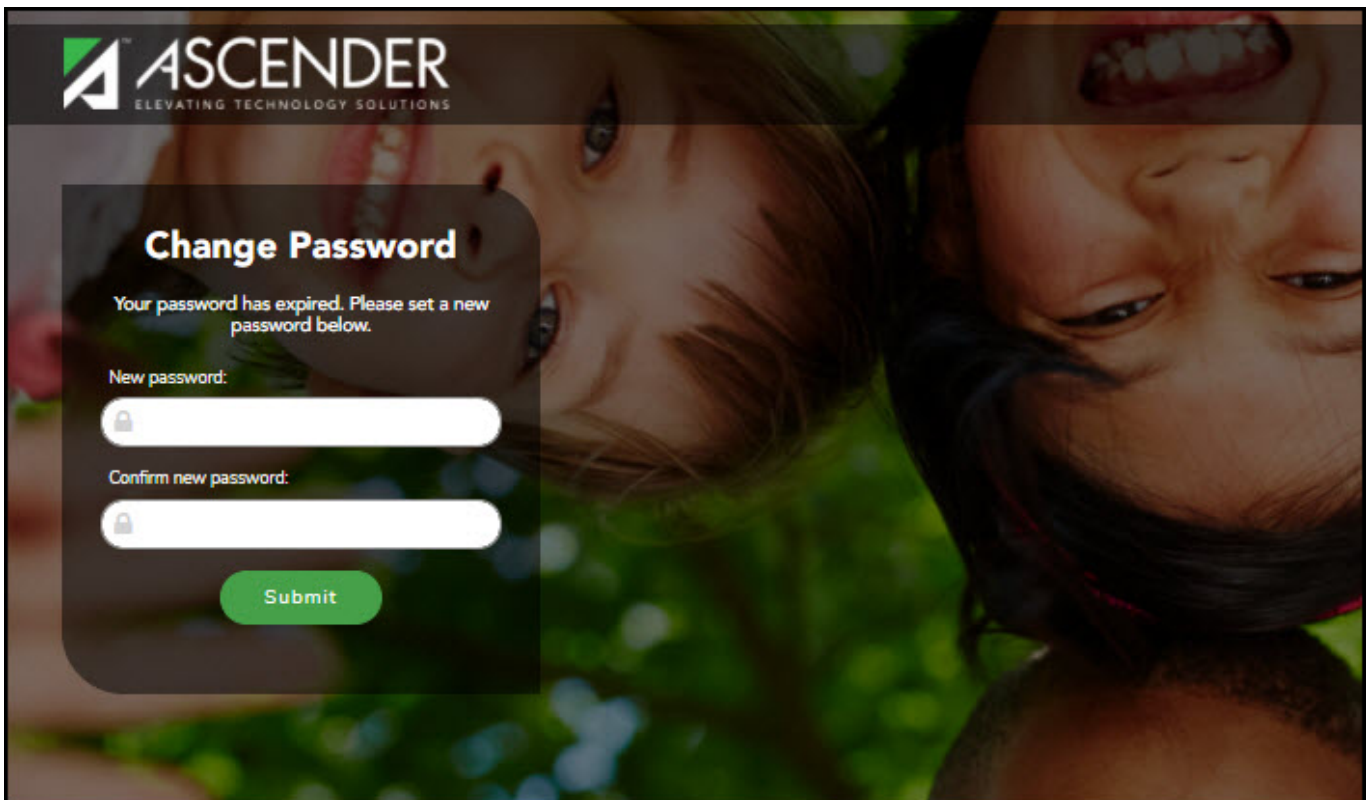
User ID	Your LEA-issued user ID is displayed.
Old Password	Type your old (current) password.
New Password	Type your new password.
Confirm Password	Retype your new password to confirm.

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

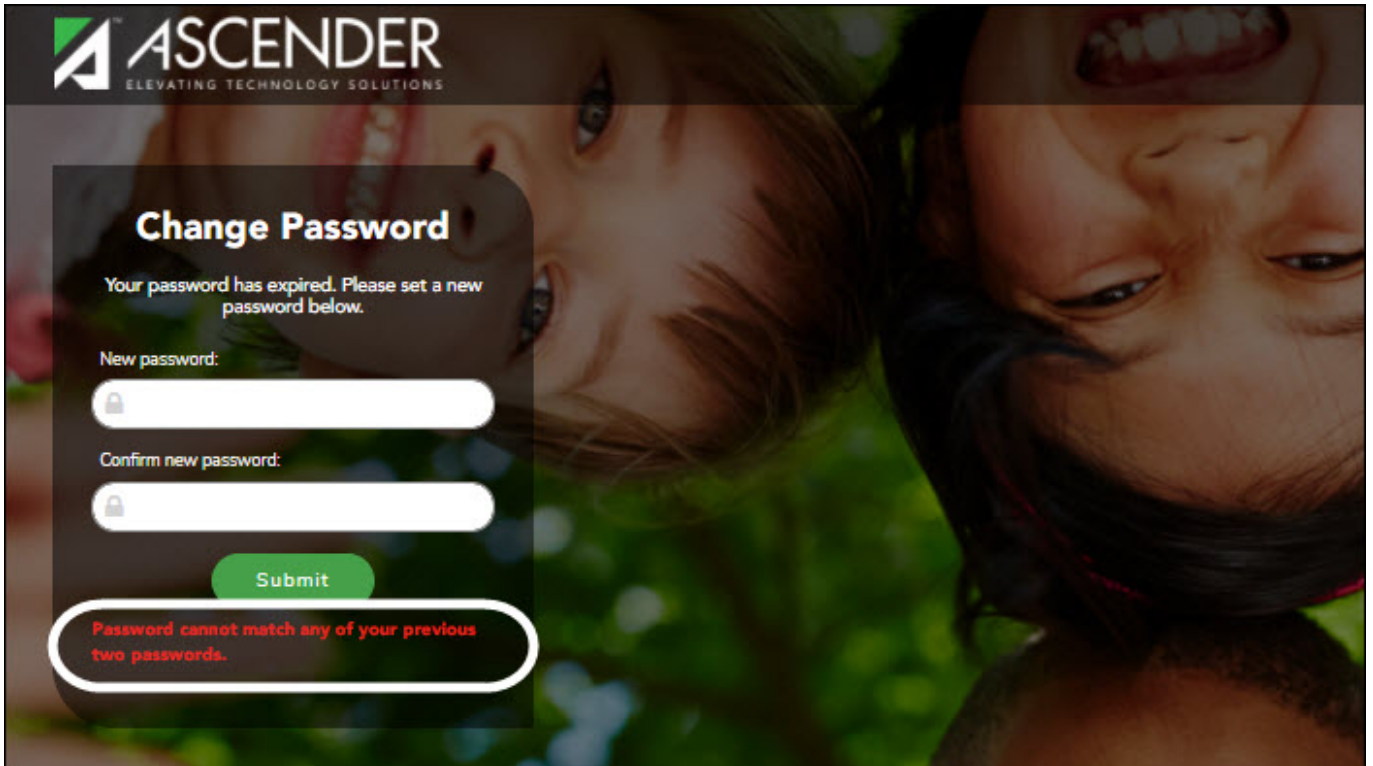
Click **Cancel** to cancel the request and return to the ASCENDER Home page.

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

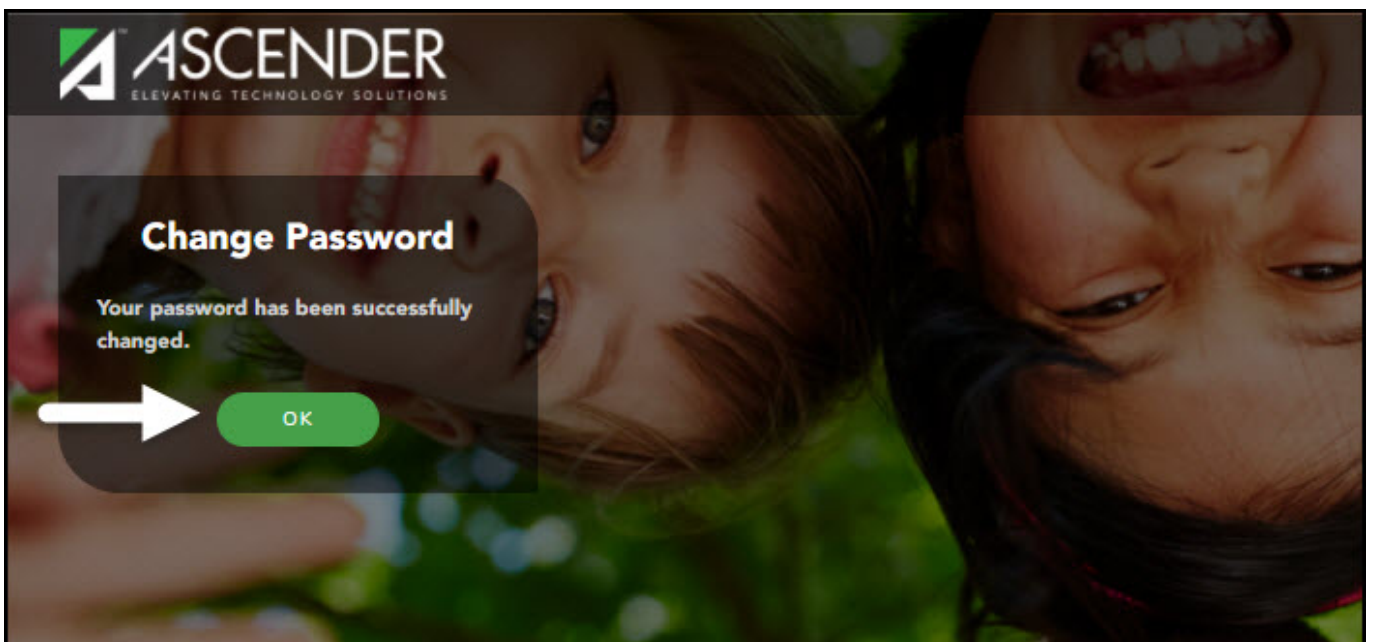
If your password expires, the following Change Password page is displayed.



You will be prevented from reusing a previous password:



The following page is displayed upon successfully changing your password:





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