




# Change Password

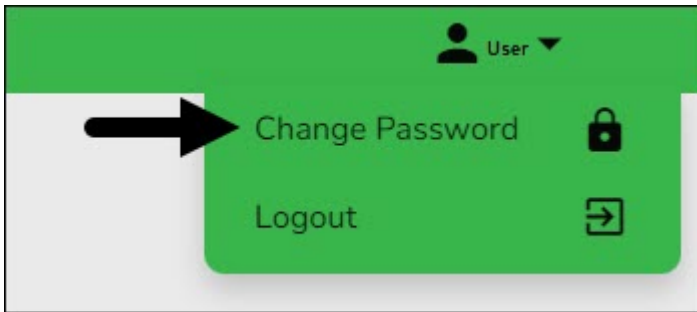


# Table of Contents

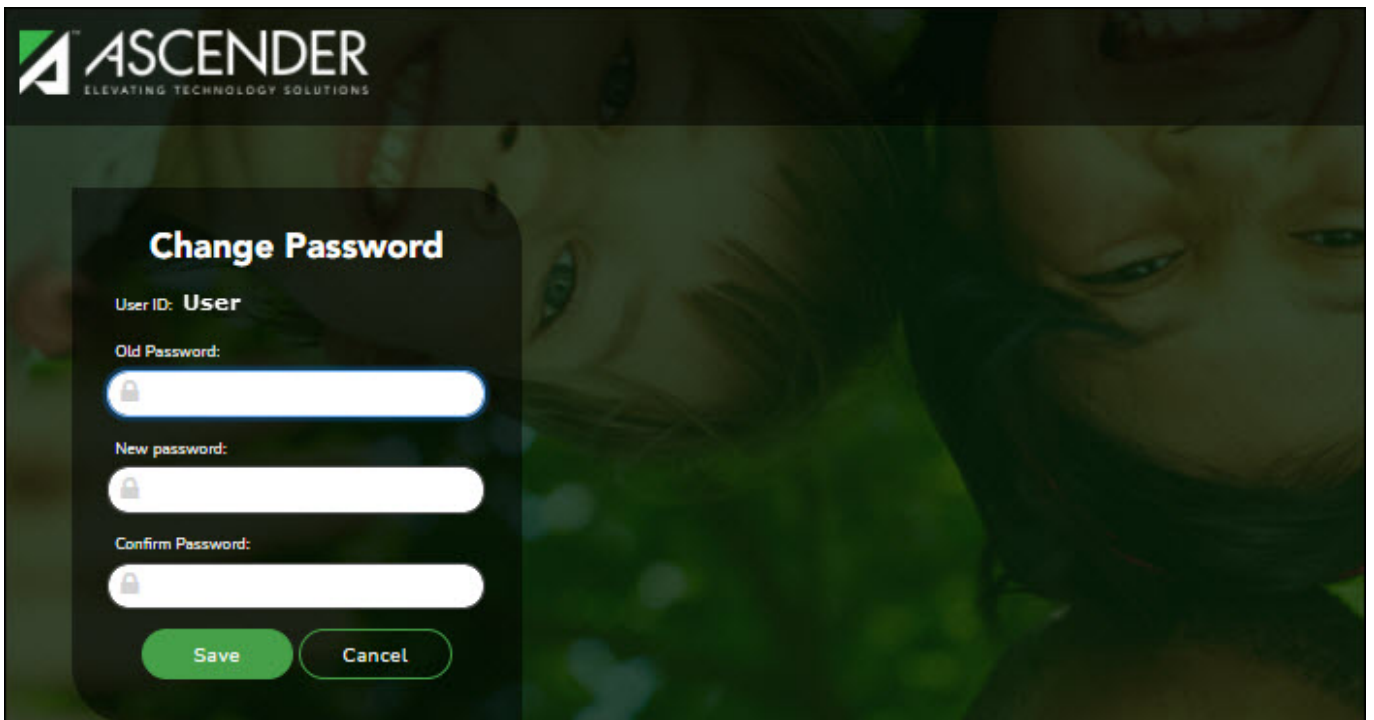


## Change Password

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.



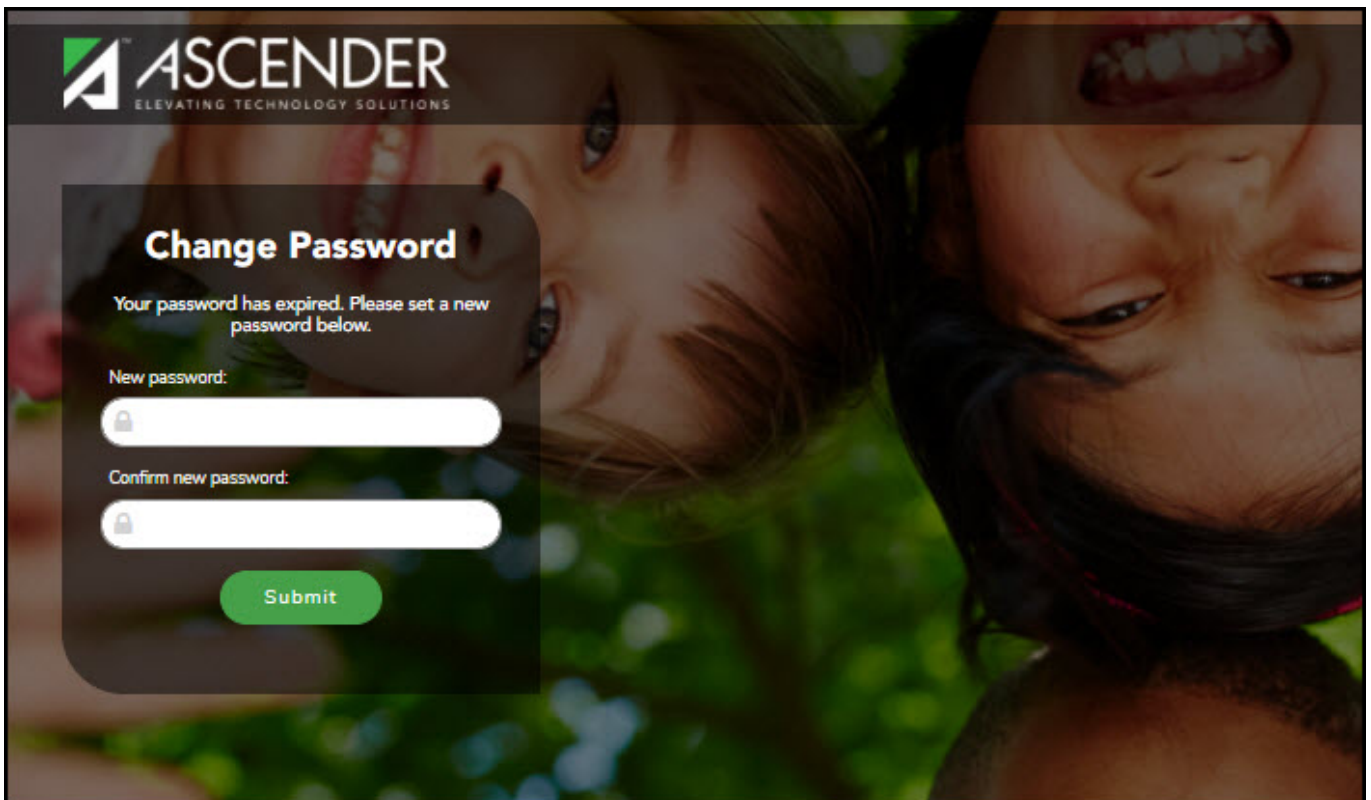
<b>User ID</b>	Your LEA-issued user ID is displayed.
<b>Old Password</b>	Type your old (current) password.
<b>New Password</b>	Type your new password.
<b>Confirm Password</b>	Retype your new password to confirm.

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.

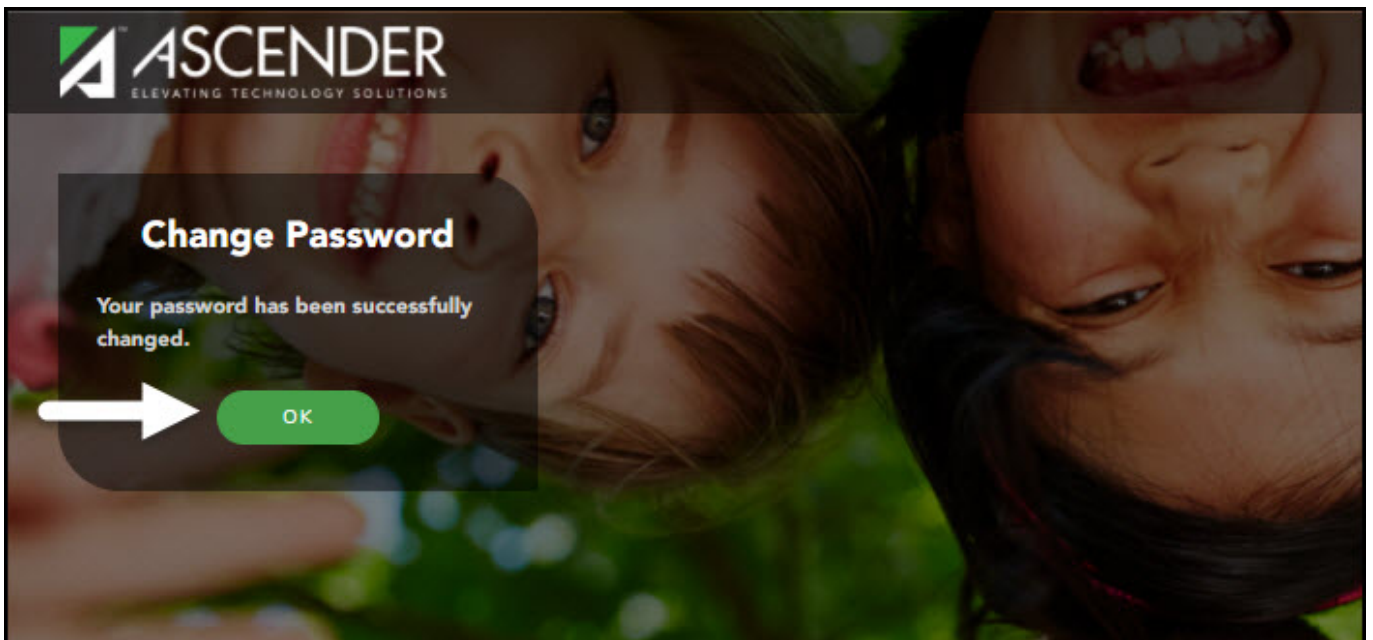
If your password expires, the following Change Password page is displayed.



You will be prevented from reusing a previous password.



The following page is displayed upon successfully changing your password:





## Back Cover