




# Change Password

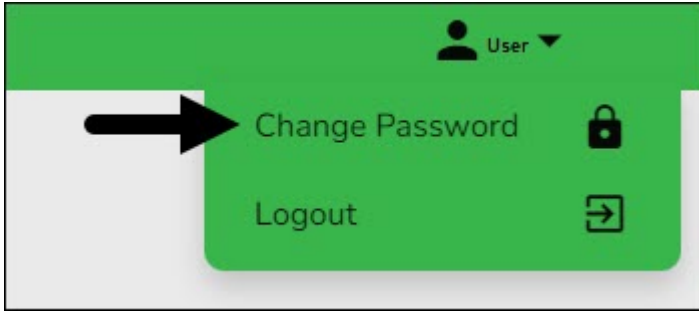


# Table of Contents

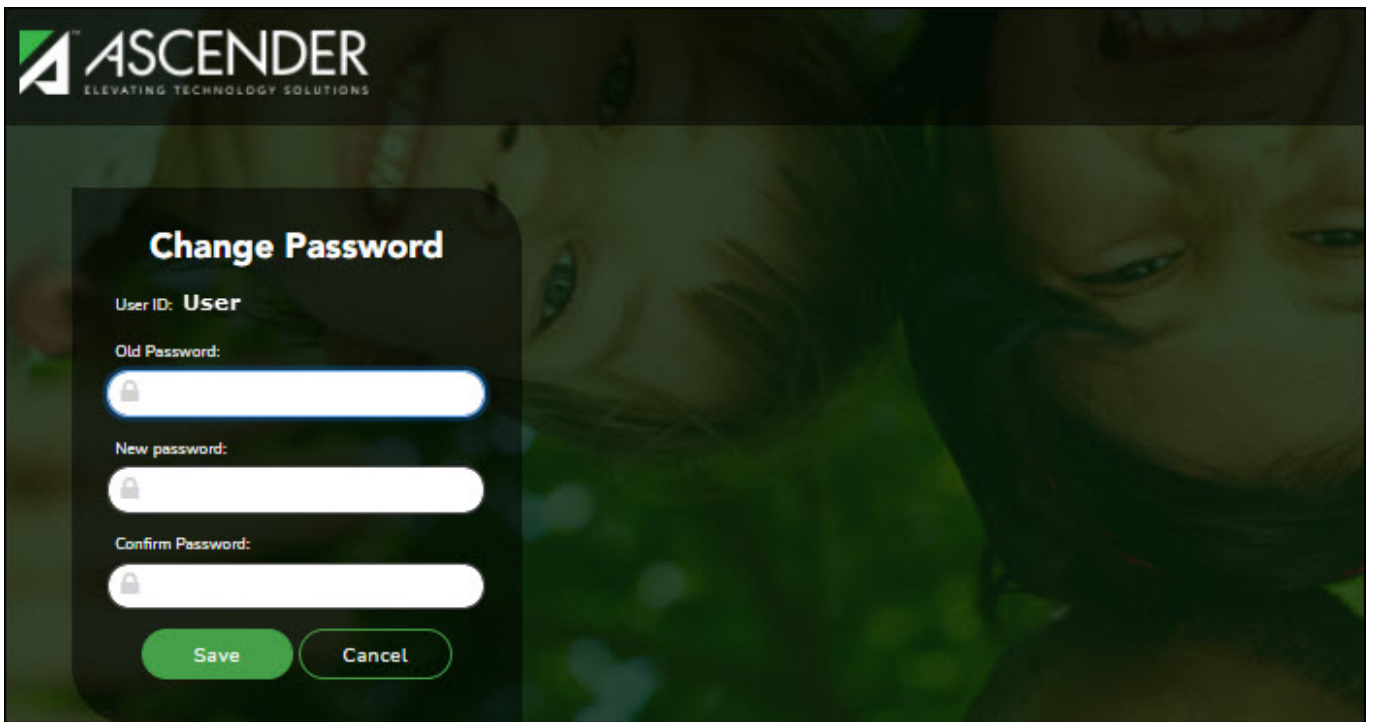


## Change Password

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>	Displays your LEA-issued user ID.
<b>Old Password</b>	Type your old (current) password.
<b>New Password</b>	Type your new password. The password must be 8-46 characters with at least three of the following: uppercase letter, lowercase letter, number, special character.
<b>Confirm Password</b>	Retype your new password to confirm.

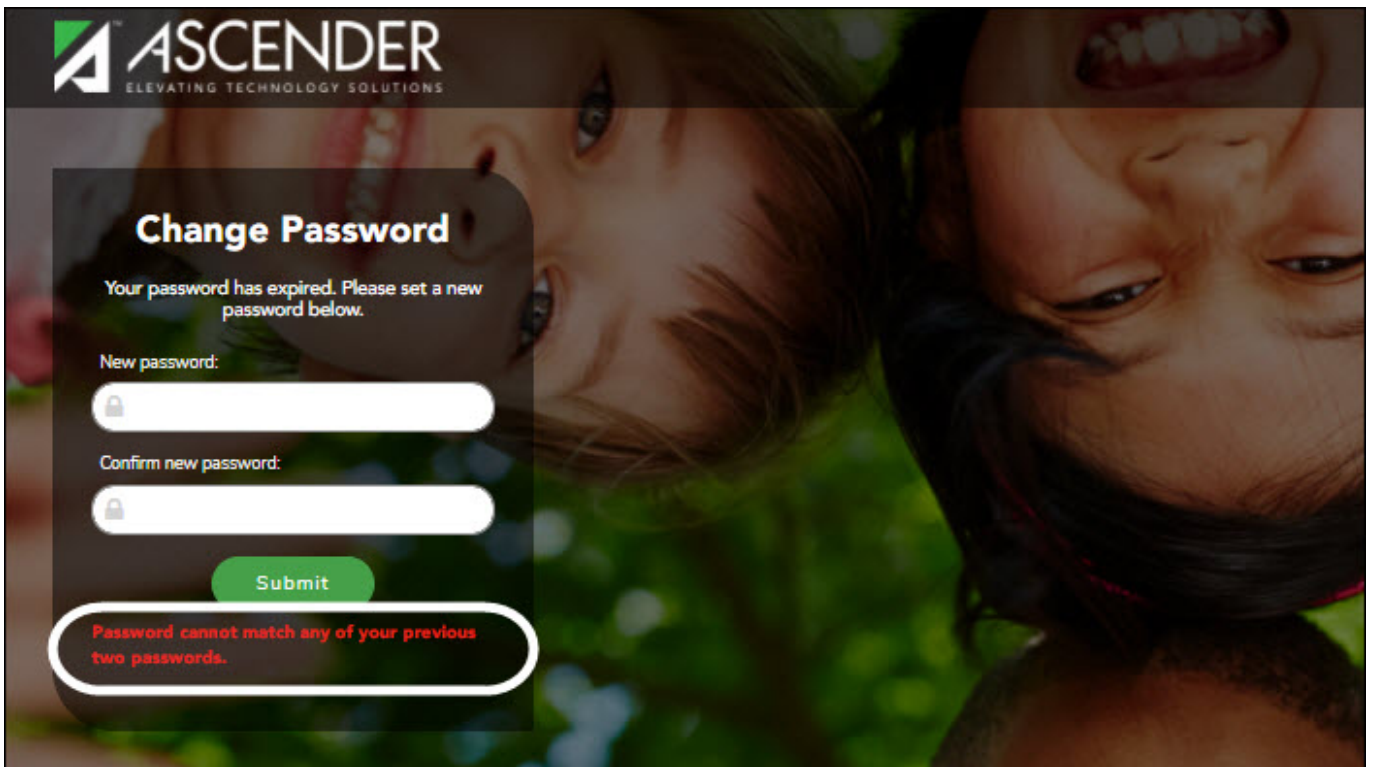
Click **Save** to save your new password.

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

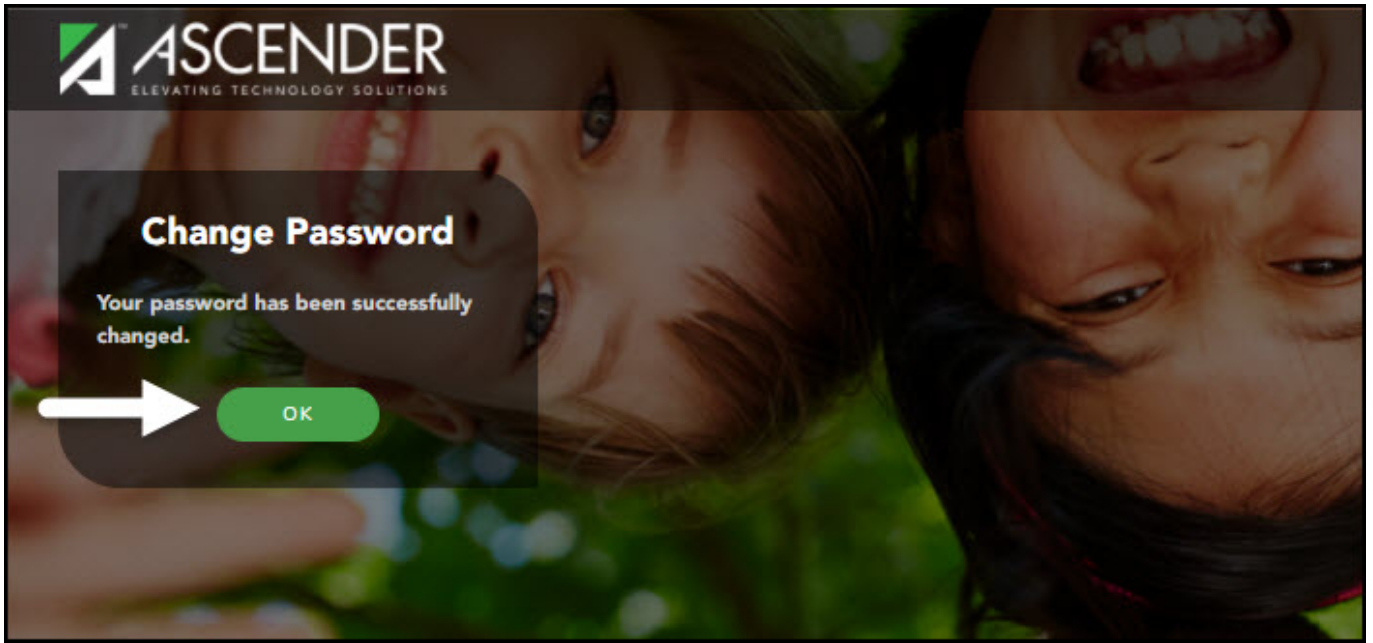
If your password expires, the following Change Password page is displayed.



You will be prevented from reusing a previous password.



The following page is displayed upon successfully changing your password:





## Back Cover