




# Change Password

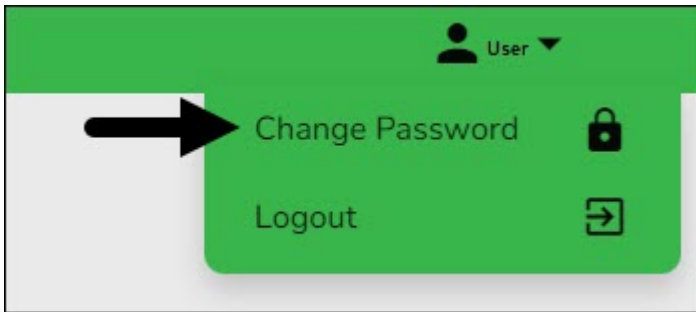


# Table of Contents

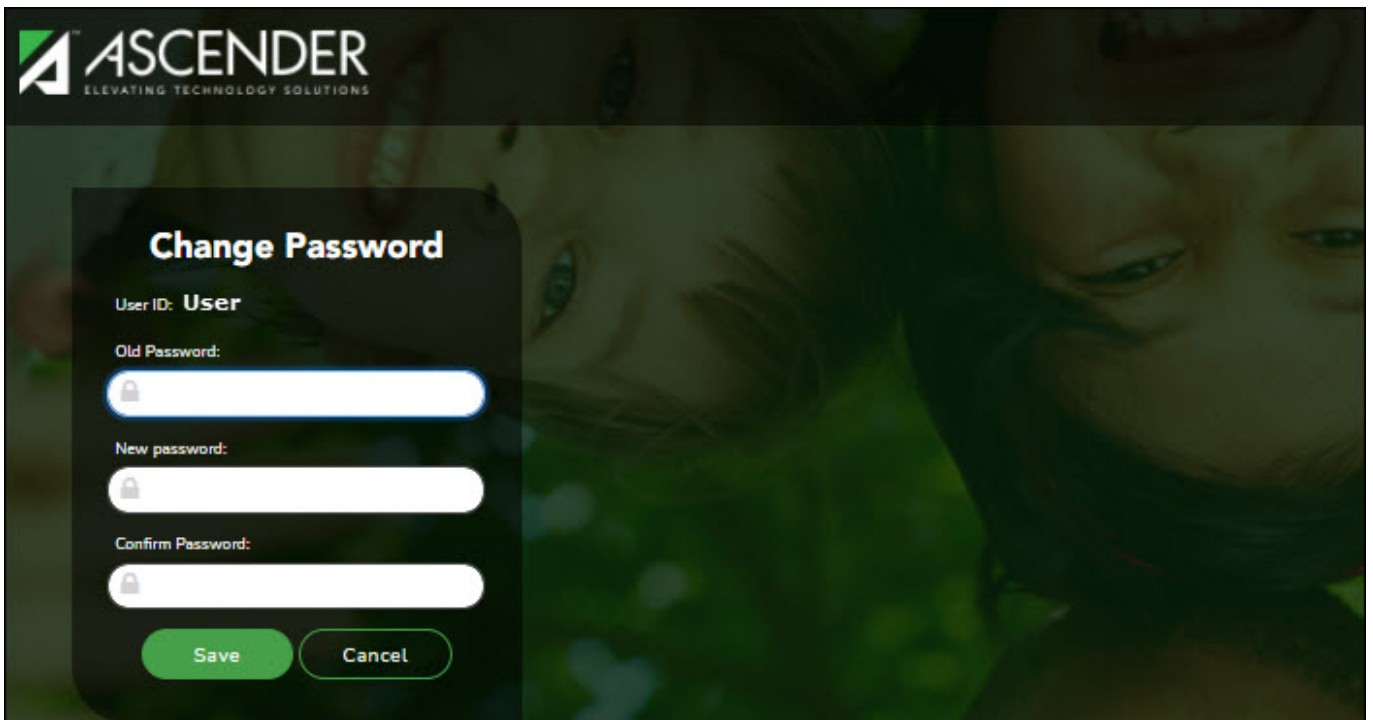


## Change Password

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.

A screenshot of the "Change Password" page. The page has a dark background with the ASCENDER logo at the top left, which includes the text "ASCENDER" and "ELEVATING TECHNOLOGY SOLUTIONS". The main content is a dark modal box with the title "Change Password". Below the title, it shows "User ID: User". There are three password input fields: "Old Password:", "New password:", and "Confirm Password:", each with a lock icon on the left. At the bottom of the modal, there are two buttons: "Save" (green) and "Cancel" (white with a green border).

<b>User ID</b>	Displays your LEA-issued user ID.
<b>Old Password</b>	Type your old (current) password.
<b>New Password</b>	Type a new password.  Requirements: <ul style="list-style-type: none"> <li>• 8-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> <li>• Case-sensitive</li> </ul>
<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.

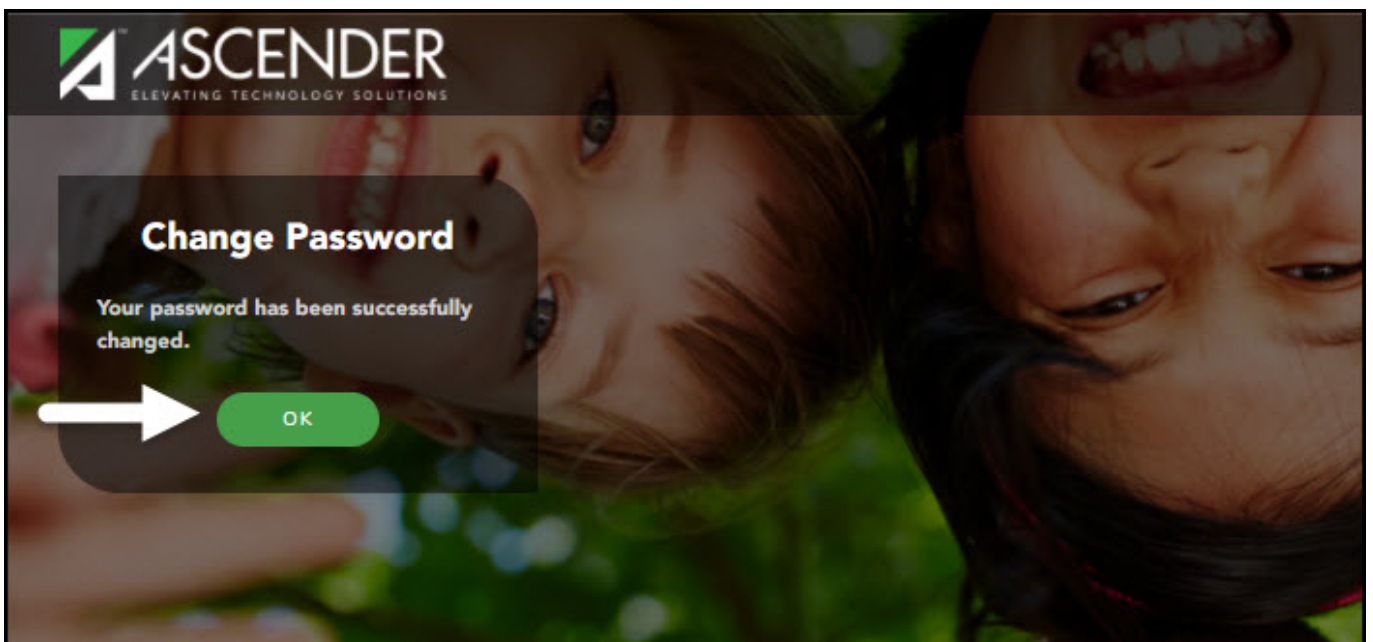
If your password expires, the following Change Password page is displayed.



You will be prevented from reusing a previous password.



The following page is displayed upon successfully changing your password:





## Back Cover