




# Change Password

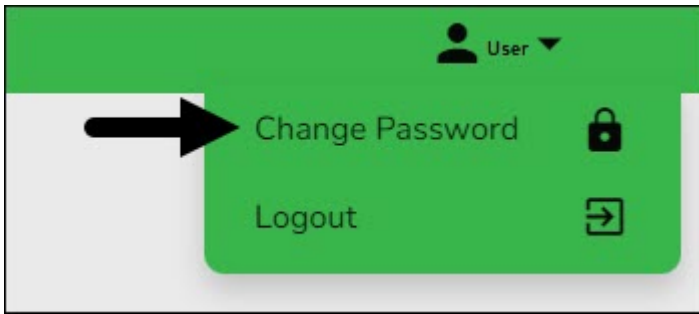


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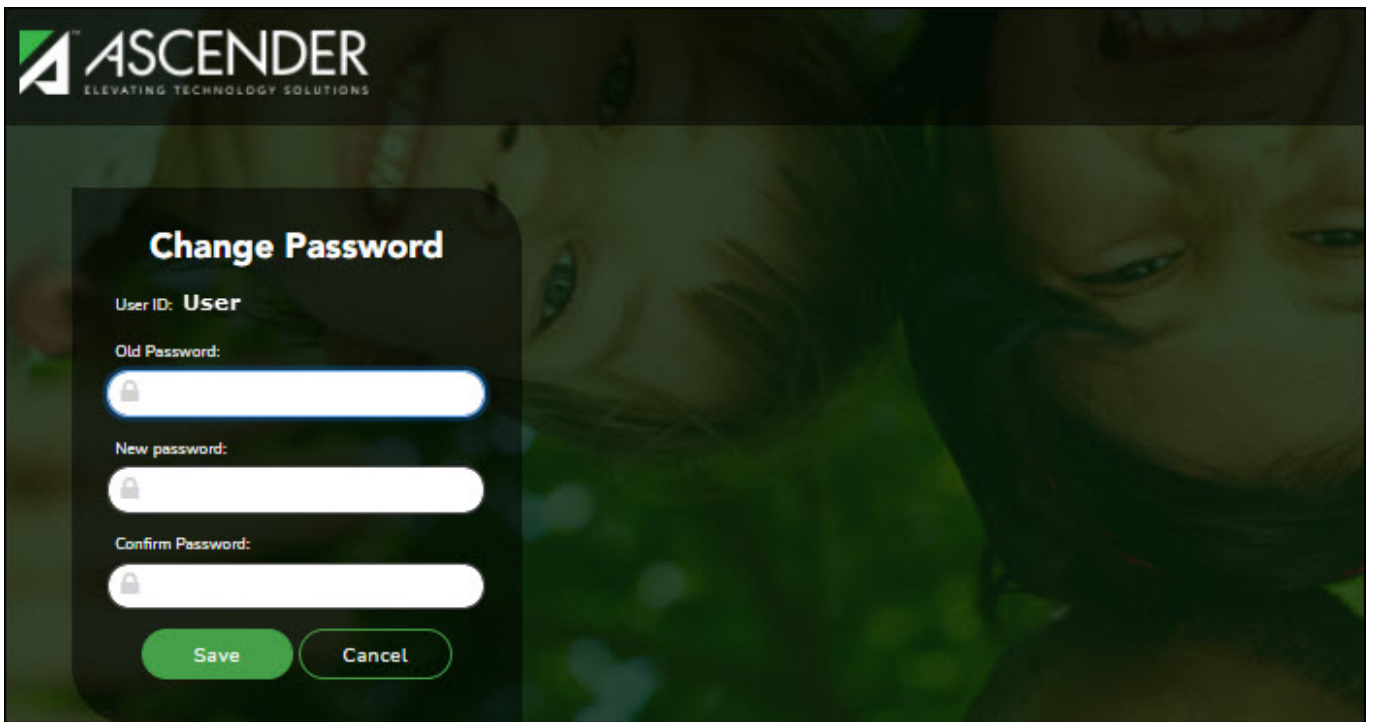


## Change Password

To change your password, from the ASCENDER Homepage, 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 a new password.  Requirements: <ul style="list-style-type: none"><li>• 16-46 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 Homepage.

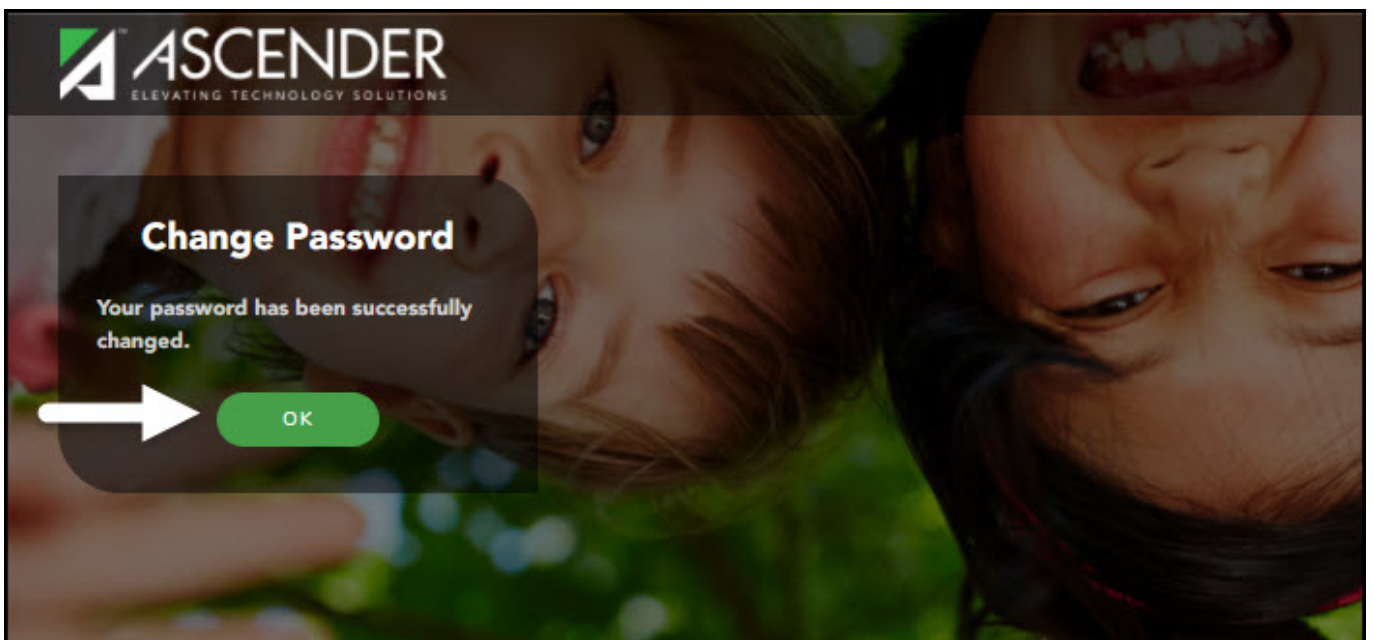
If your password expires, the following Change Password page is displayed.



You will be prevented from reusing a previous password.



The following page is displayed upon successfully changing your password:





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