




# Change Password

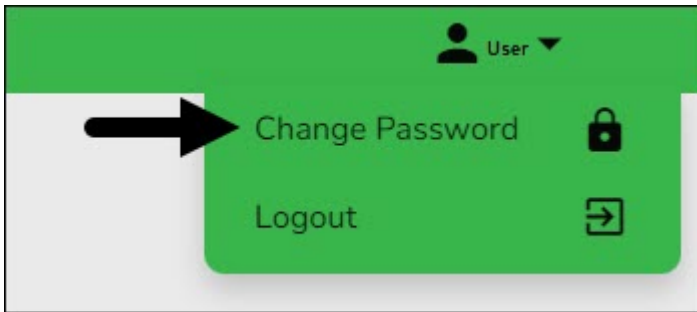


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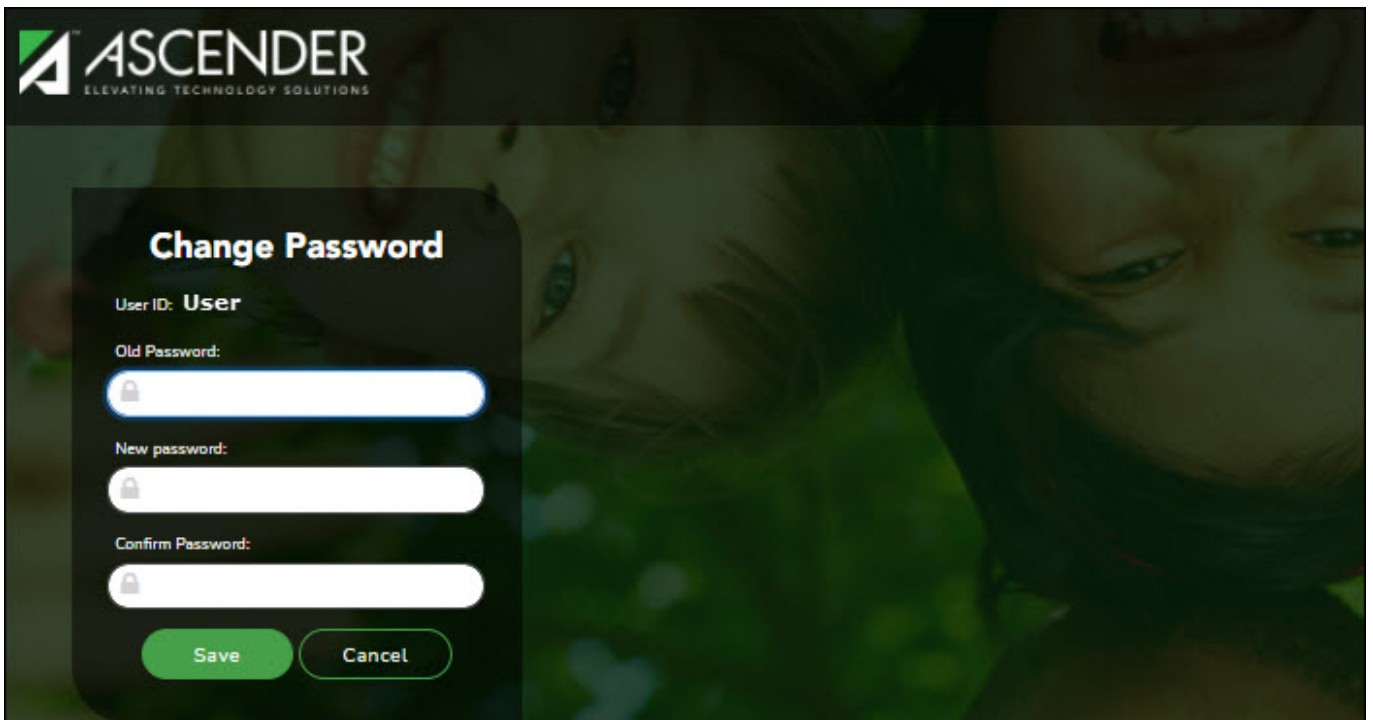


## Change Password

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.

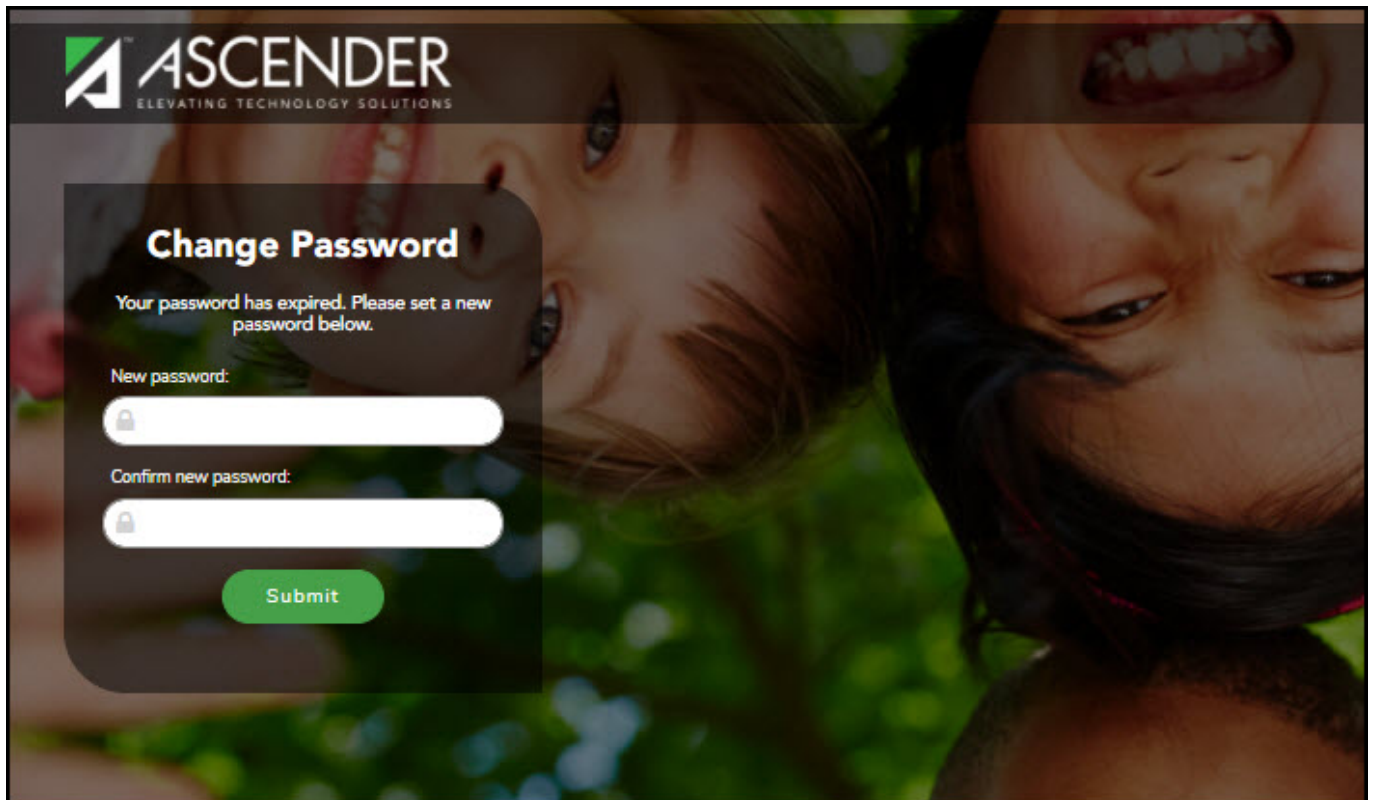
A screenshot of the "Change Password" page. The page features the ASCENDER logo at the top left, with the tagline "ELEVATING TECHNOLOGY SOLUTIONS". The main content is a dark modal box with the title "Change Password". Below the title, the "User ID" is displayed as "User". There are three input fields for "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 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>• 16-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters (Spaces and the following characters are not allowed: ! ? * &amp; ^)</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.

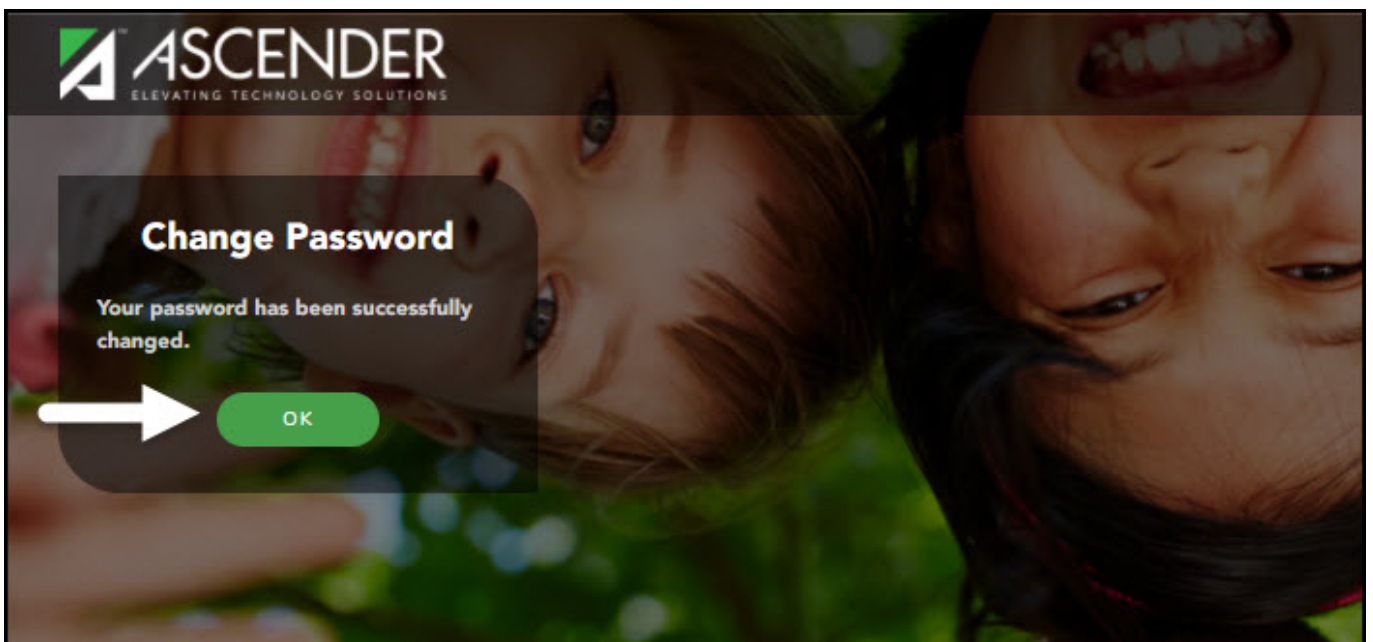
If your password expires, the following Change Password page is displayed.



You will be prevented from reusing a previous password.



The following page is displayed upon successfully changing your password:





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