



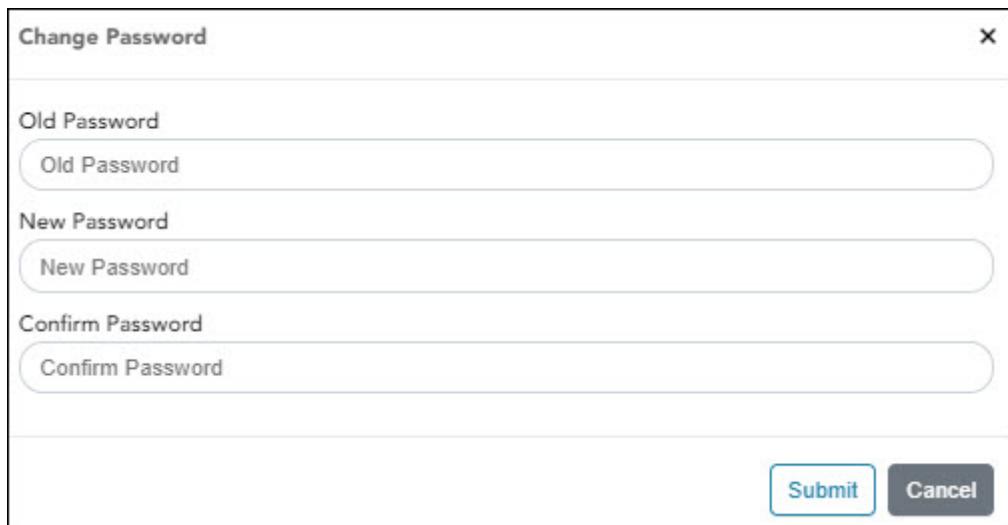
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ASCENDER EmployeePortal > Change Password

This page is used to change your current password. If you forgot your password, use the [Forgot Password](#) page to reset your password. If you are locked out of your account, contact your LEA's EmployeePortal administrator.

Access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed. After you have successfully logged on to the portal, the EmployeePortal homepage is displayed. Click your name in the upper-left corner or click  at any time to access the Self-Service Profile page.

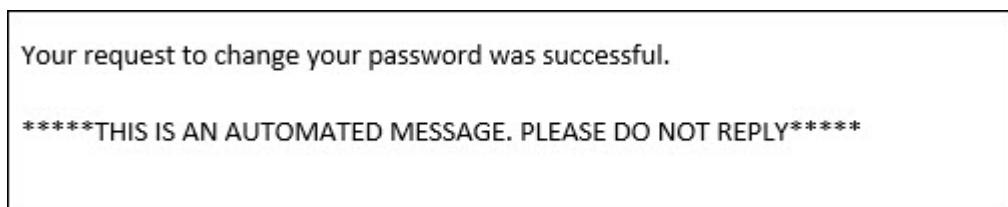
- Click **Change Password**. The Change Password pop-up window opens.



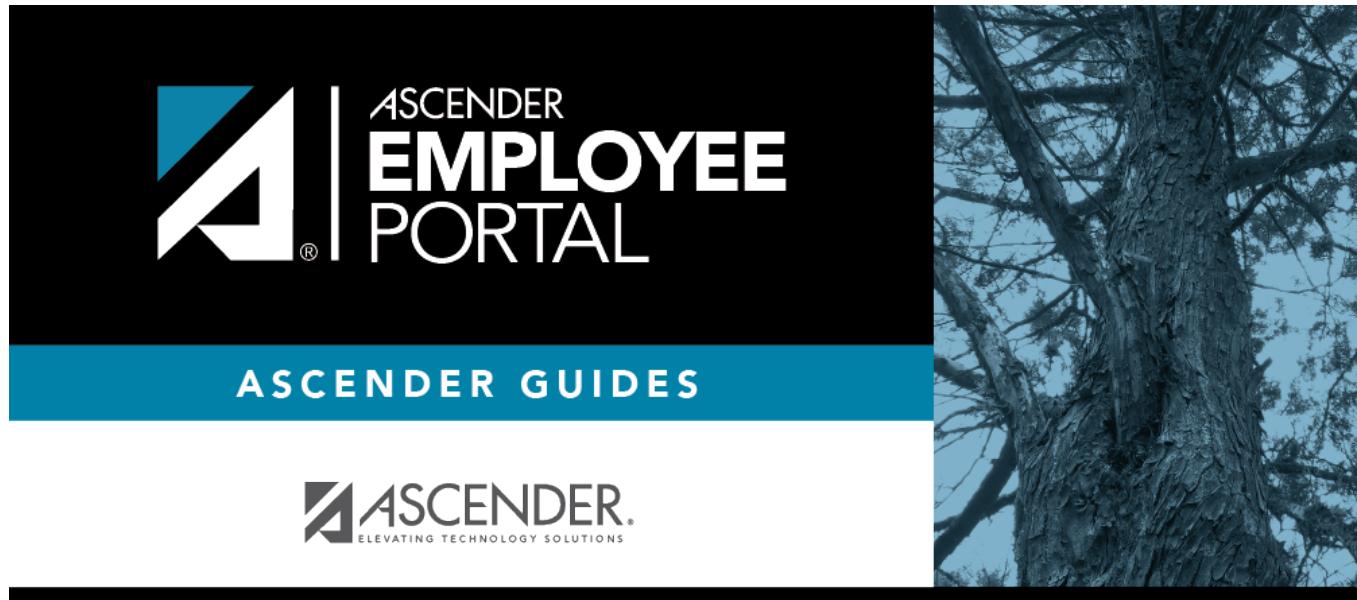
The image shows a 'Change Password' pop-up window. It has a title bar 'Change Password' with a close button 'X'. Below the title are three input fields: 'Old Password', 'New Password', and 'Confirm Password', each with a placeholder text (Old Password, New Password, Confirm Password) and a rounded rectangular input box. At the bottom right are two buttons: 'Submit' (light blue background) and 'Cancel' (dark grey background).

| | |
|-------------------------|---|
| Old Password | Type your old (current) password. |
| New Password | Type your new password. The password minimum is 16 and the maximum is 46. |
| Confirm Password | Retype your new password to confirm. |

- Click **Submit** to update your current password to the new password. Otherwise, click **Cancel** to close the pop-up window without saving the changes. You will receive a confirmation email message notifying you that your password changed.



The image shows a message box with a light blue background and a thin black border. It contains the text 'Your request to change your password was successful.' and '*****THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY*****'.



Back Cover