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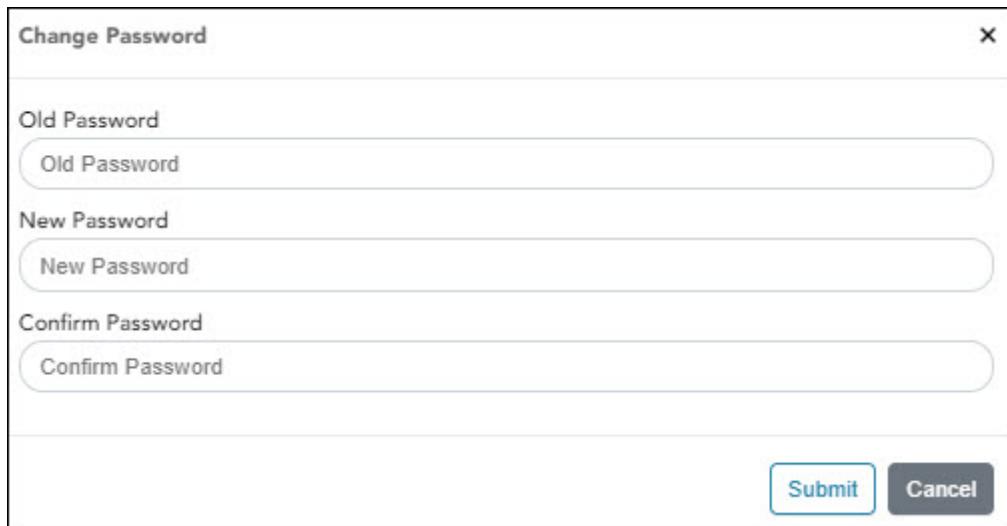


**ASCENDER EmployeePortal > Change Password**

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.

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.

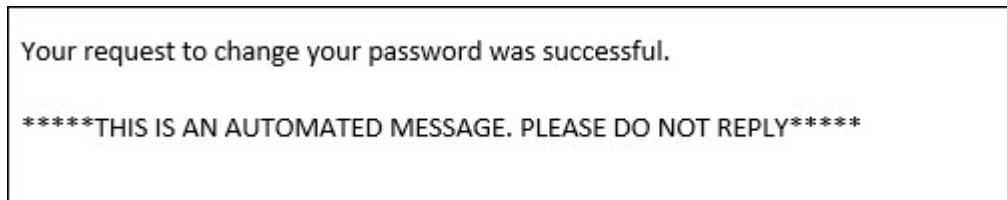
Click **Change Password**. The Change Password pop-up window opens.



The image shows a 'Change Password' pop-up window. At the top left is the window title 'Change Password' and at the top right is 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', and 'Confirm Password' respectively. At the bottom right of the window are two buttons: 'Submit' (highlighted with a blue border) and 'Cancel'.

<b>Old Password</b>	Type your old (current) password.
<b>New Password</b>	Type your new password. The password minimum is 16 and the maximum is 46.
<b>Confirm Password</b>	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 gray background. It contains the text 'Your request to change your password was successful.' and '\*\*\*\*\*THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY\*\*\*\*\*'.



## Back Cover