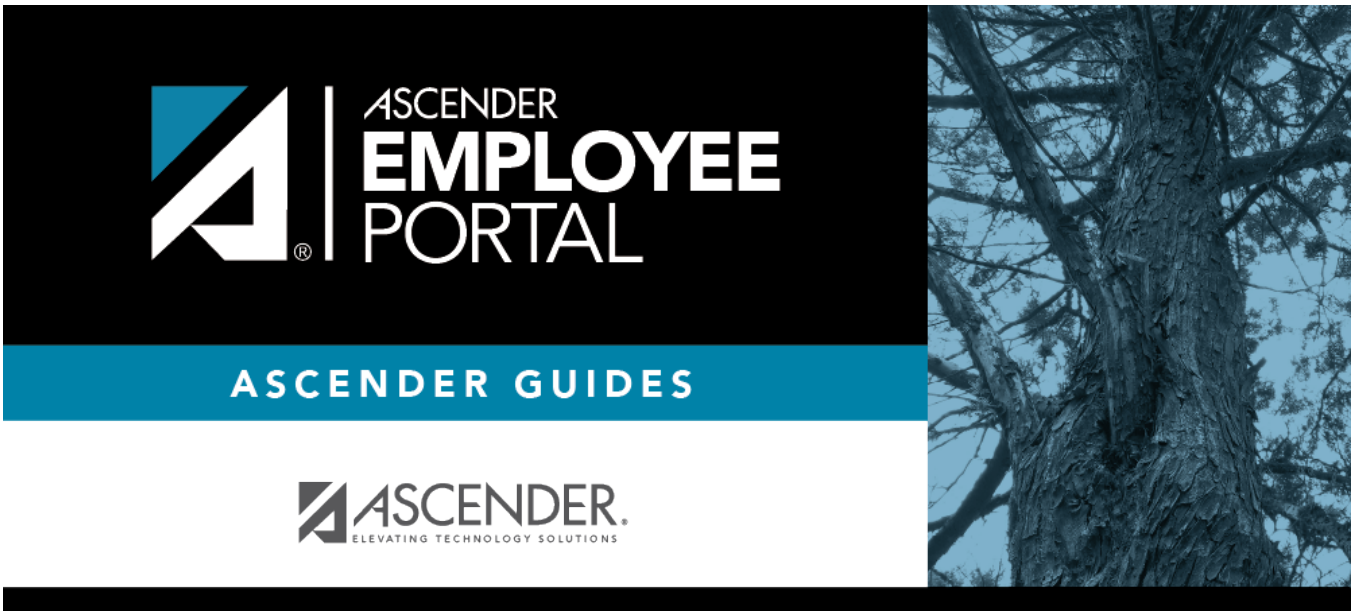
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ASCENDER EmployeePortal > Change Password

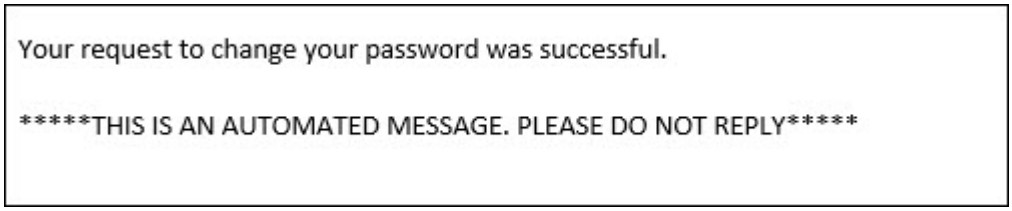
Access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed. After you have successfully logged on to the portal, the EmployeePortal homepage is displayed. Click your name in the upper-left corner or click at any time to access the Self-Service Profile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

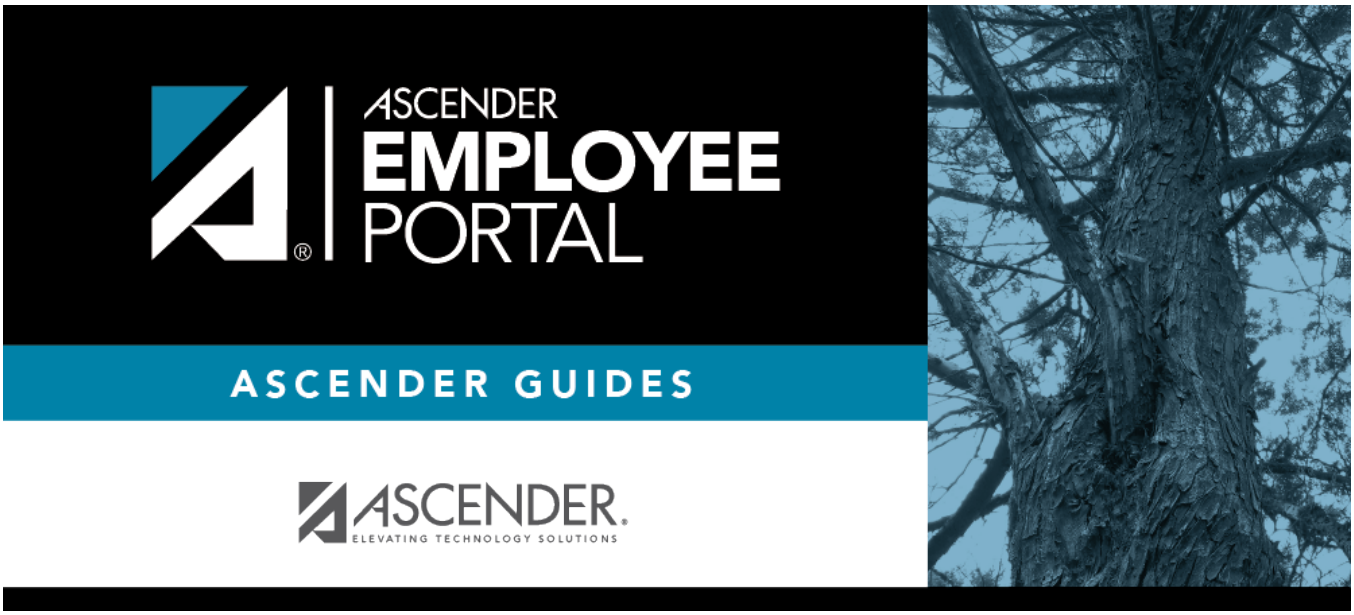
This page is used to change your current password. If you forgot your password, use the Forgot Password page to reset your password. If you are locked out of your account, contact your LEA's EmployeePortal administrator.

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

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.

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