



ASCENDER GUIDES





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# Reset Your Password

You can use the Reset Password wizard to reset your password.

## Reset Password

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Reset Password

Enter Student ID and User Name

Student ID:

User Name:

Next Cancel

|                   |   |
|-------------------|---|
| <b>Student ID</b> | Type your Student ID.   |
| <b>User Name</b>  | Type your user name. You must <a href="#">create an account</a> in order to create a user name. |

Click **Next**.

If you entered the data correctly, the Security Question step opens.

## Security Question

The screenshot shows a 'Reset Password' page with a progress bar at the top. The progress bar has three steps: 'Reset Password', 'Security Question' (which is currently active and highlighted in orange), and 'Create New Password'. Below the progress bar, the title 'Security Question' is displayed, followed by the subtitle 'Answer Hint Question to verify identity'. The main content area contains a 'Question:' field with the text 'What is your mother's maiden name?' and an 'Answer:' field with an empty text input box. At the bottom right, there are two buttons: 'Back' and 'Next'.

□ Click **Next**.

If you entered the data correctly, the Create New Password step opens.

□ Type your new password following the requirements on the screen.

The screenshot shows the 'Reset Password' page at the 'Create New Password' step. The progress bar at the top now has three steps: 'Reset Password', 'Security Question', and 'Create New Password' (which is active and highlighted in orange). Below the progress bar, the title 'Create New Password' is displayed, followed by the subtitle 'Enter and confirm new password'. The main content area contains two password input fields. The first is labeled 'Password:' and contains the text 'Password'. To its right, there is a list of requirements: 'Between 16 and 46 characters. Must include at least one of each of the following character types:' followed by a bulleted list: 'Uppercase letters (A-Z)', 'Lowercase letters (a-z)', 'Numbers (0-9)', and 'At least one allowed special character'. Below this list, it says 'Forbidden characters: space, !, ?, \*, &, ^'. The second input field is labeled 'Password Verification:' and contains the text 'Password Verification'. To its right, it says 'Password must match entry in password field exactly (case sensitive)'. At the bottom right, there is a green 'Finish' button.



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