



ASCENDER GUIDES





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# Reset Your Password

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

## Reset Password

Return to Login

Reset Password

Reset Password Security Question Create New Password

Reset Password

Enter Student ID and User Name

Student ID: Student ID

User Name: 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' (completed), 'Security Question' (current step, highlighted in orange), and 'Create New Password' (pending). 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:' label with the text 'What is your mother's maiden name?' and an 'Answer:' label with a text input field. At the bottom right, there are 'Back' and 'Next' buttons.

❑ Click **Next**.

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

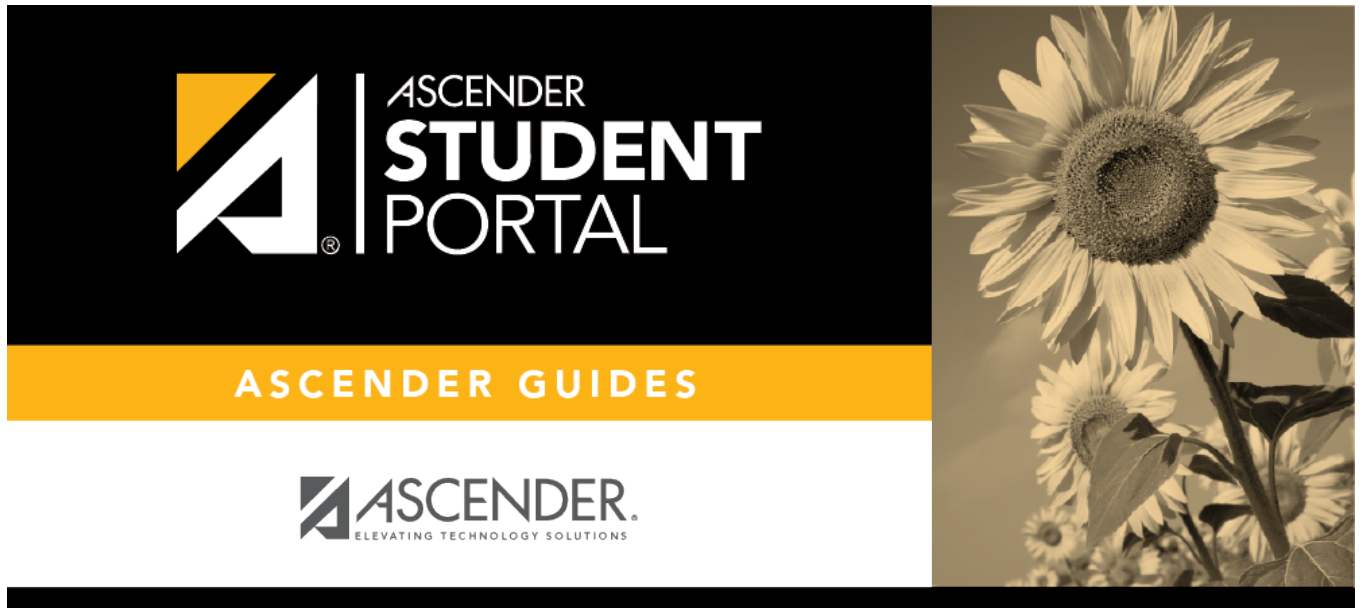
## Create New Password

The screenshot shows the 'Create New Password' step of the 'Reset Password' process. The progress bar at the top now highlights 'Create New Password' in orange. The title 'Create New Password' is displayed, followed by the subtitle 'Enter and confirm new password'. The main content area contains two input fields: 'Password:' and 'Confirm Password:'. Each field has a text input, a magnifying glass icon, and a toggle eye icon. To the right of the input fields, there are two bullet points listing password requirements: '8-46 characters using 3 of the following:' (with sub-points: 'UPPERCASE letters', 'Lowercase letters', 'Numbers (0-9)', 'Special characters') and 'Password must match entry in password field exactly (case sensitive)'. At the bottom right, there is a green 'Finish' button.

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

❑ Click **Finish**.

The Announcements page opens.



## Back Cover