



ASCENDER GUIDES



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Reset Your Password 1

Reset Your Password

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

Reset Password



The screenshot shows a web interface for resetting a password. At the top left, there is a red button labeled "Return to Login". Below this, the title "Reset Password" is displayed. A progress bar indicates three steps: "Reset Password" (highlighted in orange), "Security Question", and "Create New Password". The main content area is titled "Reset Password" and contains the instruction "Enter Student ID and User Name". There are two input fields: "Student ID:" with a user icon and "User Name:" with a user icon. At the bottom right, there are two buttons: "Next" (orange) and "Cancel" (white).

Student ID	Type your Student ID.
User Name	Type your user name. You must create an account in order to create a user name.

Click **Next**.

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

Security Question

Reset Password

← Return to Login

Reset Password Security Question Create New Password

Security Question

Answer Hint Question to verify identity

Question: What is your mother's maiden name?

Answer:

Back Next

Type the answer to your security question in the field.

Click **Next**.

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

Create New Password

Reset Password

← Return to Login

Reset Password Security Question Create New Password

Create New Password

Enter and confirm new password

Password: Password

Between 16 and 46 characters. Must include at least one of each of the following character types:

- Uppercase letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- At least one allowed special character

Password Verification: Password Verification

Password must match entry in password field exactly (case sensitive)

Finish

- Type your new password following the requirements on the screen.
- Click **Finish**.

The Announcements page opens.



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