



ASCENDER GUIDES





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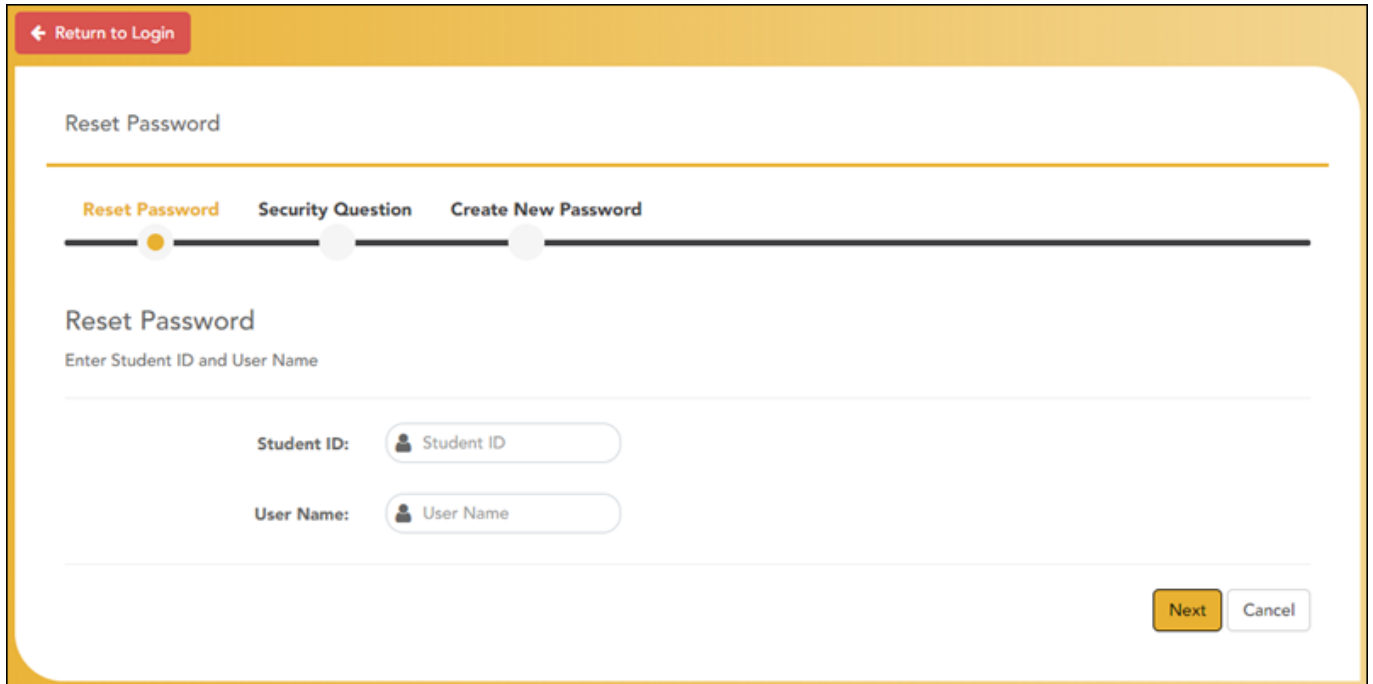
<b>Reset Your Password .....</b>	<b>1</b>
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# Reset Your Password

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 with three steps is shown: "Reset Password" (highlighted in orange), "Security Question", and "Create New Password". Below the progress bar, the title "Reset Password" is repeated, followed by the instruction "Enter Student ID and User Name". There are two input fields: "Student ID:" and "User Name:", each with a user icon and a text input box. At the bottom right, there are two buttons: "Next" (orange) and "Cancel" (white).

<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

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 ☐

Confirm Password:  Confirm Password ☐

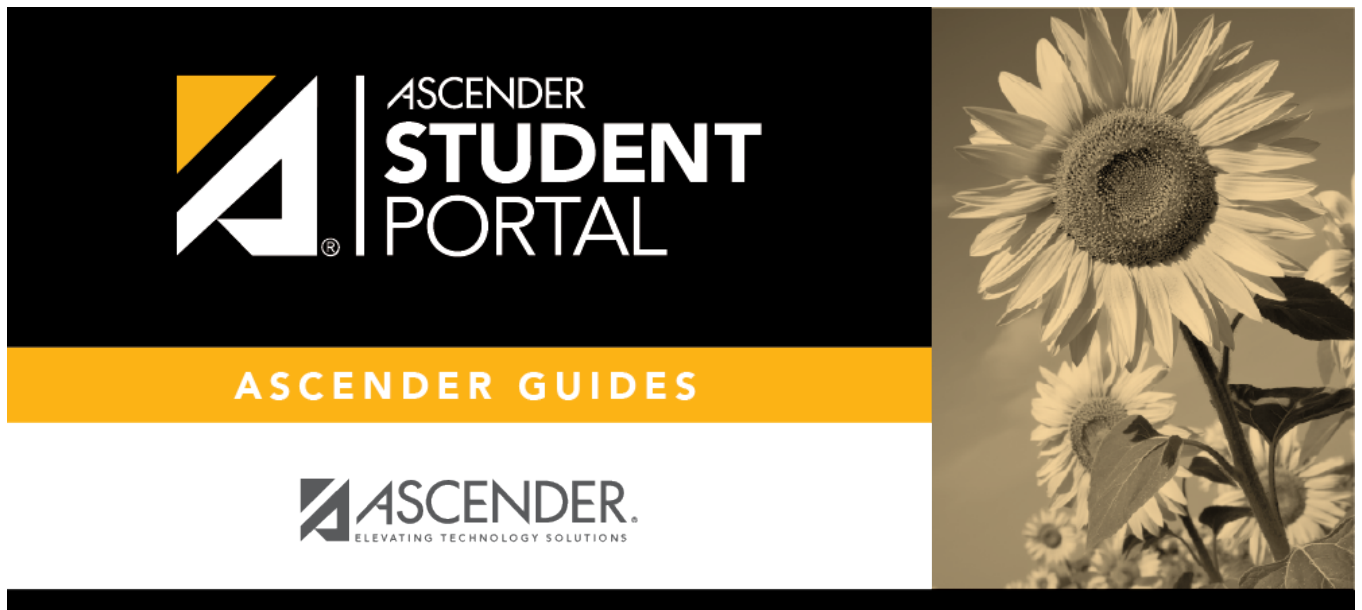
- 8-46 characters using 3 of the following:
  - UPPERCASE letters
  - Lowercase letters
  - Numbers (0-9)
  - Special characters
- Password must match entry in password field exactly (case sensitive)

Finish

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

☐ Click **Finish**.

The Announcements page opens.



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