



ASCENDER GUIDES





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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 it, 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).

<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

← Return to Login

## Reset Password

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### 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 **Answer** field.
- Click **Next**.

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

## Create New Password

← Return to Login

## Reset Password

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### Create New Password

Enter and confirm new 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 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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