Campus Computer Account Password Reset Request

Check one: New, current or readmitted student
Faculty/Staff Former student (requesting BearPAWS access only)

Full Legal Name_____

Non-SUNY Potsdam Email Address_____
This email address will be used only to send your Potsdam Username with confirmation of your CCA activation.

Phone (_____)_____ Potsdam ID #_____ **Date of Birth**_____
If known mm/dd/yy

In the space below (or on another sheet) attach a copy of your SUNY Potsdam photo ID, a valid driver's license or state-issued ID card with photo, or the photo page of a valid passport. Make sure that the copied ID is legible (copy on photo or lightest possible setting please).

PLACE COPY OF PHOTO ID HERE

Temporary Password: ☐☐☐☐☐☐☐☐
Enter a temporary password consisting of **8 letters. No numbers, capital letters only please!**

Signature _____ **Date** _____
By signing this form you are giving permission to the SUNY Potsdam Registrar's Office to set or reset your SUNY Potsdam Campus Computer Account password.

Instructions:

- A valid and legible photo ID must be included.
- Once the form and ID are received, your Campus Computer Account will be established or reset, the temporary password will be set as written above, and you will be emailed at the above email address with your Username and confirmation of the transaction.
- **The temporary password will expire within three days of being set.** You must visit **https://account.potsdam.edu** to change the password, set your security questions and log into your account within 3 days or this password will be disabled.

Return this form to the SUNY Potsdam Registrar's Office
44 Pierrepont Avenue, Potsdam, NY 13676
Fax: (315) 267-2157
Questions? Call (315) 267-2154 or email *registrar@potsdam.edu*