



# Campus Computer Account Password Reset Request

Check one:  Current or Former Student  Faculty/Staff

Full Legal Name: \_\_\_\_\_

Other Names (maiden): \_\_\_\_\_

Non-SUNY Potsdam Email Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Potsdam ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
If known mm/dd/yy

In the space below or on a separate sheet please attach a copy of a **photo ID**. Documents accepted include but are not limited to your SUNY Potsdam ID card, a valid driver's license or state issued ID card **with photo**, or the photo page of a valid passport. The **photo** must be legible.



Enter a temporary password below consisting of **8 numbers or letters and NO special characters.**

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Example: NewPass1

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form you are giving permission for SUNY Potsdam to reset your SUNY Potsdam Campus Computer Account password.

Please Note:

- A valid and legible photo ID and your legal handwritten signature is required.
- Once your account has been reset, you will be emailed a confirmation at the email address provided above with your Username and further instructions on how to set up your permanent password and security questions. **DO NOT ATTEMPT TO LOG INTO YOUR ACCOUNT BEFORE RECEIVING THIS EMAIL.**

**\*\*\* ATTENTION \*\*\***

Please **DO NOT** email this form. Please use the Upload link provided in the original email or use [https://webspace.potsdam.edu/PRF\\_Upload](https://webspace.potsdam.edu/PRF_Upload)