![Potsdam – STATE UNIVERSITY OF NEW YORK]

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.

PLACE COPY OF
PHOTO ID HERE

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

Example: PASSWORD

Signature: _____   **Date:** _____
By signing this form you are giving permission to the SUNY Potsdam Registrar's Office 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.***
- **The temporary password will expire in three days of being set.** You must visit **account.potsdam.edu** to change your permanent password or the temporary password will be disabled.

Return this form to the SUNY Potsdam Registrar's Office
44 Pierrepont Ave, Potsdam, NY 13676
Phone: (315) 267-2154   Fax: (315) 267-2157   Email: registrar@potsdam.edu