Campus Computer Account Password/ MFA Reset Request

Check one: ☐ Current or Former Student   ☐ Faculty/Staff/Emerti

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

MFA Reset Request

Lost or change
Authentication Phone

Change Authentication
Method (Ex. Phone to Authy

Password Issue
Complete the password reset
section below

Enter a temporary password below consisting
of **8 characters MUST include 1 number, 1 capital letter,
1 lower case letter, and 1 special character (!@#$%^&*?_-+=).**

Example: NewP@ss1

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 *****
**DO NOT EMAIL THIS FORM. Please use the Upload link provided in the original email
or use https://webspace.potsdam.edu/PRF_Upload**

**44 Pierrepont Ave, Potsdam, NY 13676
Phone: (315) 267-4444   Email: passwordreset@potsdam.edu**

REV. 10/2022