



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 non-SUNY Potsdam email address where a randomly generated temporary password can be sent

*****NOTE: PASSWORD WILL NOT BE RESET IF NON-SUNY
POTSDAM EMAIL ADDRESS IS NOT PROVIDED*****

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