

Ball State University Computer Username Password Reset Request for Remote Clients

Standard Method Of Password Reset

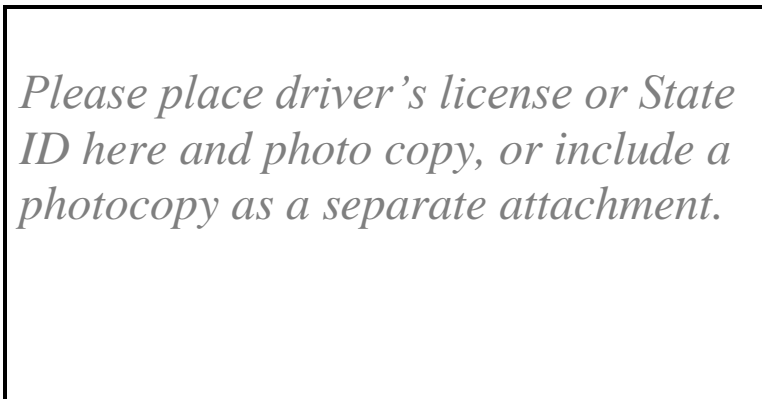
The standard procedure for password resets is either to use the on-line password reset system <https://www.bsu.edu/password/register/> or to personally appear in at the Tech Center in BL 101 with a valid state or Federal Government picture identification card (such as a drivers license or passport).

Special Procedures For Remote Clients

Use of this form is limited to circumstances where personally appearing on campus would result in undue hardship. Unless you are a distance education student, you must contact the Technology Helpdesk via email to helpdesk@bsu.edu or by calling 765-285-1517 to discuss your circumstances prior to submitting this form.

Proof Of Identity And Password Reset Request:

As proof of my identity, I have included a complete copy of my current Federal or State issued picture I.D. below (or as a separate page if more room is needed for an accurate copy):



If my request is approved, my new password will be sent to the alternate e-mail address I have indicated below. I understand submissions of this form deemed illegible, incomplete, or which appear inaccurate in any way will not be processed.

I understand I may only request a password reset for myself, and that specifying a name or identifying information other than my own is a violation of university policy and may also violate various state and federal laws, in particular those related to computer tampering and identity deception. Send this completed form to the Technology Helpdesk by faxing a copy to 765-285-1318 or scanning and e-mailing the completed form to helpdesk@bsu.edu

IF THE FOLLOWING INFORMATION IS ILLEGIBLE IT WILL NOT BE PROCESSED. PLEASE PRINT THE INFORMATION CLEARLY.

Print Your Full Name: _____

Print Your BSU ID or Username: _____

Print Your Contact Phone Number: _____

Print Your Alternate E-Mail Address: _____

Your Signature: _____ **Date:** ___ / ___ / ___