

Southern Illinois University Carbondale  
Information Technology  
Computer Support Center

OFFSITE NETWORK ID PASSWORD CHANGE

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**Form Instructions:**

**Use:** The form is to be used by any SIUC students, faculty or staff members who have forgotten their network ID password and who are located more than 35 miles from Carbondale, IL. The network ID password is used to access SIUC email, dial-up service, and on-campus computers.

**Access:** The form may be accessed at: <http://eforms.siu.edu/siuforms/info/int0400.html>  
The form must be printed.

**Instructions:** Complete the form using the following standards. Unless otherwise noted, all fields are required.

1. Print the form. Complete the top section legibly in ink. Do not sign the form yet.
2. Take the form and current photo identification to a Notary Public. A Notary Public may be found in the telephone directory. The Notary Public will verify your identification and witness your signature.
3. Return the form to the Computer Support Center by fax (618) 453-4152 or by physical mail.  
Information Technology  
Computer Support Center  
NW Annex A, Rm 137, Mail Code 6633  
Southern Illinois University Carbondale  
850 Lincoln Drive  
Carbondale, IL 62901
4. A new temporary password will be faxed or mailed to you within one business day of receipt.
5. Change the temporary password at <https://websec.it.siu.edu/util/passwd.html>

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Field	Description
<i>Name</i>	The name of the SIUC student, faculty or staff member requesting a password change
<i>Dawg Tag #</i>	Nine digit identification number, can be found here: <a href="https://udc.rocks.siu.edu/udc/dawgtag/lookup.html">https://udc.rocks.siu.edu/udc/dawgtag/lookup.html</a>
<i>Network ID</i>	SIU email address, omitting "@siu.edu"
<i>Non-SIU Email</i>	An email address the Computer Support Center (AKA IT HelpDesk) can use to contact you
<i>Day Phone #</i>	A working phone number the Computer Support Center (AKA IT HelpDesk) can use to contact you
<i>Fax #</i>	A working fax number is required if you wish to receive your new password by fax
<i>Address</i>	A current address is required if you wish to receive your new password by physical mail
<i>Signature</i>	Sign and date the form in the presence of a Notary Public