OFFSITE NETWORK ID PASSWORD CHANGE

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

Field Description

Name The name of the SIUC student, faculty or staff member requesting a password change

Dawg Tag # Nine digit identification number, can be found here:
https://udc.rocks.siu.edu/udc/dawgtag/lookup.html

Network ID SIU email address, omitting “@siu.edu"

Non-SIU Email An email address the Computer Support Center (AKA IT HelpDesk) can use to contact you

Day Phone # A working phone number the Computer Support Center (AKA IT HelpDesk) can use to contact you

Fax # A working fax number is required if you wish to receive your new password by fax

Address A current address is required if you wish to receive your new password by physical mail

Signature Sign and date the form in the presence of a Notary Public

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