CCRI Account Password Reset Form

IT Help Desk – Knight Campus Room 2113
Fax# 825.2418 – Office # 825.1112
Email: helpdesk@ccri.edu

Name (please print): _____

CCRI ID #: _____

Username:_____

Birth date (mm/dd/yy): _____

Current Telephone #:_____

Current Address: _____

In the space below, please affix a copy of your CCRI ID card, a valid driver's license, or state-issued non-driver ID. Make sure the copy has not printed black and is easily read before faxing. If any information on this form is missing or unclear, or your ID is found to be invalid for any reason, the CCRI Technology Help Center will **not** reset your password, and will destroy this form.

Please DO NOT write your SSN on this form. Place copy of ID in box below:
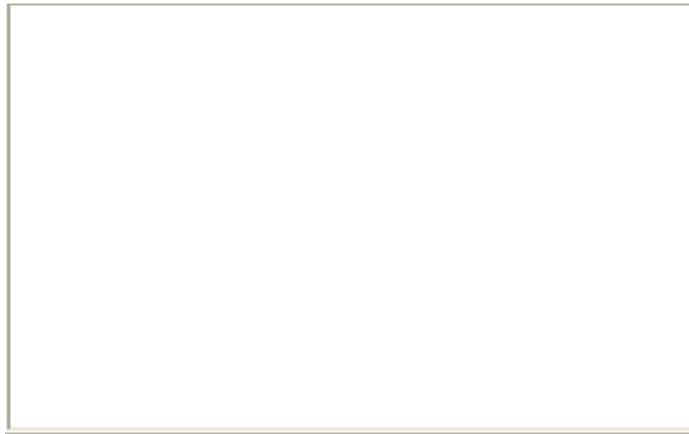
Password reset: Once the password is reset it will update the password for all CCRI accounts.

Signature: _____

Date: _____

By signing this form, you agree to allow the Information Technology Staff to reset your CCRI password.

Fax this form to **401.825.2418** or scan it to email and send it to the Help Desk at **helpdesk@ccri.edu**. Within 24 business hours of receiving the fax or email, we will reset your CCRI password. You should change your password next time you login