



Helpdesk: Access Form

Box 5585 Phone: 315-268-6700 Fax: 315-268-6570

- Account Setup File Access Password Change
 Undergraduate Graduate Faculty Staff Cross Register
 Special Project/Program/Research Student Organization Post Doc

I. Requestor Information (please print):

If you know your username:

First Name: MI

Last Name:

Department (Faculty and Staff): Student/Staff ID Number:

Phone Number: **Please present identification:** OIT Staff Initials:

Driver's License Student ID

II. Shared Directory Space Requested:

- departments programs clubs
 projects organizations class

AFS User ID's requiring privileges:

III. Account Information:

Your password for Windows Active Directory, Blackboard, PeopleSoft and Exchange can be reset on line at <https://setpassword.clarkson.edu>.

- Windows Active Directory, Blackboard, PeopleSoft8 and Exchange
 PeopleSoft Financials (clone from)
 Check here for AFS (Polaris) password change.

Follow these guidelines for creating a secure password (some CU applications require these):

- Minimum of eight characters
- Minimum one uppercase, one lowercase and one number
- No words, names or sequences (forwards or backwards)
- Use special characters (!@#\$%^&*)

IV. Signatures:

Your Signature:

Date:

Sponsor:

Date:

For Processor Use Only: Recv'd Date: Processed Date: Time: Initials:

Password: Circle as needed

a	a	a	a	a	a	a	a
b	b	b	b	b	b	b	b
c	c	c	c	c	c	c	c
d	d	d	d	d	d	d	d
e	e	e	e	e	e	e	e
f	f	f	f	f	f	f	f
g	g	g	g	g	g	g	g
h	h	h	h	h	h	h	h
i	i	i	i	i	i	i	i
j	j	j	j	j	j	j	j
k	k	k	k	k	k	k	k
l	l	l	l	l	l	l	l
m	m	m	m	m	m	m	m
n	n	n	n	n	n	n	n
o	o	o	o	o	o	o	o
p	p	p	p	p	p	p	p
q	q	q	q	q	q	q	q
r	r	r	r	r	r	r	r
s	s	s	s	s	s	s	s
t	t	t	t	t	t	t	t
u	u	u	u	u	u	u	u
v	v	v	v	v	v	v	v
w	w	w	w	w	w	w	w
x	x	x	x	x	x	x	x
y	y	y	y	y	y	y	y
z	z	z	z	z	z	z	z
A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

Special characters: