

PROCEDURE TO RESET A PASSWORD

The IT Office will NOT reset log-in passwords via the telephone or email. Students have the option of coming to the IT Office or sending a faxed request. Both options require a valid photo ID (preferably a driver's license or state issued identification card).

STUDENT REQUEST FOR ID NUMBER OR TO RESET PIN

Name of Student: _____
Student ID Number: _____
Student ID Number: _____
Date of Birth: _____
Telephone Number: _____
Mailing Address: _____

City _____
State _____
Zip _____

I, the student named above am authorizing the Three Rivers Community College IT Office to:

_____ Reset my password so I can access MyCommNet for Students
(Note: please allow 24 to 48 hours for processing)

Student Signature: _____ Date: _____

You can fax or mail this form with a readable copy of your photo identification to TRCC IT's Office. **Please enlarge and lighten your license so the fax is readable.**

Fax Number: 860.889.7082
Three Rivers Community College
IT Office
7 Mahan Drive
Norwich, CT 06360

IT Office Representative:

Issued by: _____ Date: _____

Photo ID readable: ____Y ____N

Student Contacted by Phone to resend Date: _____