PROCEDURE TO REISSUE AN ID NUMBER OR TO RESET NET ID PASSWORD

The Registrar's Office cannot release student ID numbers and/or reset net id passwords via telephone or email. If a student cannot reset their password at www.commnet.edu/netid/password.aspx, they must come to the Registrar's Office or fax this request with a photo ID.

STUDENT REQUEST FOR ID NUMBER OR TO RESET PASSWORD

Name of Student:	_____

Student ID Number:	_____

Last four digits of your Social Security Number_____

Date of Birth:	_____

Telephone Number:	_____

Mailing Address:	_____

_____
City	State	Zip

I am authorizing Three Rivers Community College to:

_____	Reissue my student ID Number
(Note: your ID number will be mailed to you)

_____	Re set my password so I can access self service and WEBCT
(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 Registrar's Office. Please enlarge and lighten your license so the fax is readable.

Fax Number: 860-886-6670
Three Rivers Community College
Registrar's Office
574 New London Tpke.
Norwich, CT 06360

- **The student must sign this form**
- **No third party request will be honored.**

Registrar's Office Representative:

Issued by: _____ Date: _____

Photo ID readable: _____Y _____N

Student Contacted by Phone to resend. Date: _____

08.13.10