# PASSWORD CHANGE FORM

http://www.chatham.edu/it

<table>
<thead>
<tr>
<th>Account Owner Information</th>
<th>This form allows changes to computing services provided by Information Technology at Chatham College. Please complete all account information. A photo ID is required for all change requests.</th>
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</thead>
</table>

## CHANGE OF PASSWORD

Name (print): Last __________________________ First __________________________

Student ID #: __________________________ Username: __________________________

Phone Number: _(______)____________________________________

Owner’s Signature____________________________________ Date: _______________________

## Password Rules:
- Your new password must contain between 6 and 14 characters.
- You must select a password that is different than your previous five passwords.
- The password cannot be your user name.
- The new password becomes effective at the next logon.
- Remember that Windows NT passwords are case sensitive.
- You will be prompted every 120 days to change your password.
- When a person attempts to logon with an invalid password, Windows NT considers them a possible intruder and locks the user account after 3 attempts. Once the account is locked, you must wait a half-hour before attempting logon again or contact the Helpdesk.
- If you forget your password, contact the Help Desk.

## For IT use only.

<table>
<thead>
<tr>
<th>Ticket Number: ____________</th>
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ID checked by: __________________________ Date: __________________________

Photo ID Type: Chatham ID □ Driver’s License □ Other □

Ticket completed by: __________________________ Date: __________________________