

Submit this form ONLY if you have FORGOTTEN or LOST the password associated with your ID!

1. To get a new password generated for your ID, fill out this password change request.
2. Present it **and your URI ID card** displaying your photo and your 9-digit URI ID number (required for identity authentication) for signature approval by a member of the Information Technology Services staff either at the Dispatch Counter in the lobby of Tyler Hall or at the Help Desk in the URI Library, LL19.

If you know your password but wish to change it, follow these instructions for whichever ID applies:

Passwords for **mail.uri.edu**, **postoffice.uri.edu**, and **etal.uri.edu** IDs can be changed on the Web as follows.

mail.uri.edu: www.uri.edu/passwd_admin/mail_pw_chng.html

postoffice.uri: www.uri.edu/uri_pw.html

etal.uri.edu: www.uri.edu/passwd_admin/etal_pw_chng_fm.html

If the change was successful, you will get the message *Password Change Completed*. If the change was not successful, you will get the message *Error: Authentication Failure. Please return to the Fill Out Form and try again*.

grinder ID

To change the password for a grinder ID, use the *passwd* command on AIX as follows:

1. Log on and type: passwd
2. At the prompt, enter your current password.
3. You will be prompted for a new password. Enter your new password, comprised of 4 to 8 characters.
4. You will be asked to enter the new password again; it will be in effect immediately.

If, after two attempts, you have not successfully changed your password, fill out and submit this request.

• Check type of ID:

___ mail.uri.edu; enter your 9-digit URI ID number: ___ ___ ___ ___ ___ ___ ___ ___ ___

___ postoffice.uri.edu; enter your Social Security Number: ___ ___ ___ - ___ ___ - ___ ___ ___

___ etal.uri.edu; enter your 9-digit URI ID number: ___ ___ ___ ___ ___ ___ ___ ___ ___

___ grinder; enter your 9-digit URI ID number: ___ ___ ___ ___ ___ ___ ___ ___ ___

• Enter your ID and a new password. Print Clearly! If it cannot be read, it cannot be changed.

ID: _____

New Password: _____

• User Name - PRINTED

User Signature

• User Telephone

Date

• ITS Staff Name - PRINTED

Date

• ITS Staff Signature

Date

• Manager of Operations