

**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, print and 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 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:**

**mail.uri.edu & etal.uri.edu IDs**

Passwords for these IDs can be changed on the Web as follows.

*mail.uri.edu:*

[http://www.uri.edu/passwd\\_admin/mail\\_pw\\_chng.html](http://www.uri.edu/passwd_admin/mail_pw_chng.html)

*etal.uri.edu:*

[http://www.uri.edu/passwd\\_admin/etal\\_pw\\_chng\\_fm.html](http://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: \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

\_\_\_ 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**

\_\_\_\_\_

\_\_\_\_\_  
**• ITS Staff Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**• Manager of Operations**

\_\_\_\_\_  
**Date**