

NetID & Webmail Password Reset Form

Name (please print): _____

Cortland ID #: _____

Birth date (mmddyy): _____

In the space below, please affix a copy of your SUNY Cortland ID card, a valid driver's license, or state-issued non-driver ID. Make sure the copy has not printed black and is easily read before faxing. If any information on this form is missing or unclear, or your ID is found to be invalid for any reason, the SUNY Cortland Technology Help Center will **not** reset your password, and will destroy this form.

PLACE COPY OF
ID HERE

Signature: _____

Date: _____

By signing this form, you agree to allow the SUNY Cortland Technology Help Center Staff to reset your SUNY Cortland Webmail password.

Fax this form to 607 753 5599. Within 24 business hours of receiving the fax, we will reset your SUNY Cortland NetID & Webmail password to your full last name (all in lowercase letters) and the last 4 digits of your C#. Your password **must** then be changed **by you** at your next login. You can do this by going to the SUNY Cortland Webmail login page and choosing the 'Change my Webmail Password' link.

If you have any questions, please call 607 753 2500, and choose option 4.