

# Password Reset Request



## Students, Staff and Visitors

The Password Manager system located at [password.adelaide.edu.au/](http://password.adelaide.edu.au/) has recently been updated with a new 'I have forgotten my password' function. If you are unable to use Password Manager, or visit the North Terrace, Waite, or Roseworthy campuses, you will need to complete this form to have your password reset.

The password that is reset will apply to most online services including: University email, Internet access, Access Adelaide, Myuni, Unified, Calendar and desktop login.

Your password is a confidential piece of information that identifies you to University online services. **You are responsible for any activity initiated from your account.** In gaining access to The University of Adelaide's online services you agree to abide by the University's Information Technology policies and guidelines available online at: <http://www.adelaide.edu.au/policies/2783>

You must complete all sections on this form and provide a photocopy of photo identification attached with the form (e.g. staff or student ID card, driver's licence, passport etc). If any sections of the form are incomplete, your request may be delayed and/or refused.

Once completed, you can e-mail this form WITH a photocopy of your photo id to Ask Adelaide; [enquiry@adelaide.edu.au](mailto:enquiry@adelaide.edu.au)

*I request that my password be reset and I understand that upon receipt of the password I will change it immediately to a password known only to myself \*\*.*

Name: .....

ID Number: ..... Date of Birth: .....

Email Address: .....

Postal Address: .....

Program Enrolled (Students only): .....

Faculty/Dept or Admin Area (Staff/Visitors only): .....

Phone Number: .....

*I authorise The University of Adelaide to reset and send notification of my password to (please select one option):*

Email Address

Postal Address

*I understand that the information on this form is confidential and will only be used for the purpose of verification of my identity.*

Signature: ..... Date: .....

\*\*Once you receive your reset password, you **must** change it in the Password Manager at: [password.adelaide.edu.au/](http://password.adelaide.edu.au/)

**Please ensure that you register your mobile number and/or a personal email address in Password Manager to be able to reset your own password in the future.**