

# Computer Lab and Email Username/Password Request Form

*Please print clearly.*

## **ABOUT YOU**

Today's Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Are you:  Faculty  Staff  Undergraduate Student  Graduate Student

Street Address: \_\_\_\_\_ Rm #/Apt #/PO Box#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Alternate (non-HCHC) e-mail: \_\_\_\_\_

Request Type:  Username  Password  Both

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Reason why you cannot remember your username/password::

I did not receive the letter from the IT Department with my username/password

I lost my letter from the IT Department with my username/password

I forgot my username/password

I have changed or tried to change my password

I think my username is \_\_\_\_\_ and  
my password is \_\_\_\_\_ but it is not working.

Other (please specify): \_\_\_\_\_