

Password Change Form

If you've forgotten your NetID password or need to change your password from off-campus and cannot access the University web application to do so, you may use this form to request that your password be changed. **Please complete the information below and fax to the CITES Help Desk at (217) 333-4368.**

1. Name: _____ 2. NetID: |____|____|____|____|____|____|____|____|
3. Department: _____ 4. Daytime Phone: _____
5. Other Phone: _____ 6. University ID Number: |____|____|____|____|____|____|____|____|
7. On a separate page, please provide a copy of two photo IDs (for example, a driver's license and University ID).
8. Please provide a password below. To create an acceptable password, follow these instructions:

Choose an Acceptable Number of Characters: A Network ID password can be *from 8 to 12 characters long*.

Include a Variety of Characters: Your password must contain at least one character from each of the following three character classes:

- uppercase characters (A-Z)
- lowercase characters (a-z)
- numbers (0-9)

Don't Use Prohibited Characters: Your password must not contain spaces, tabs, control characters, non-Roman alphabet characters (such as Chinese characters or letters from the Cyrillic alphabet), or characters with accents or other marks (such as é, ñ, or ö).

Don't Use Prohibited Patterns: Your password must not contain parts of your Network ID, dictionary words or dates, or patterns such as mirrors, repeats, and alphabetic or keyboard sequences.

Don't Use Sample Passwords: Your password cannot exactly match examples given in CITES documentation.

NOTE: For optimal security, we recommend the following:

- Use this form to set a temporary password.
- Once we have set this password for you, wait at least 24 hours.
- You can then use the **CITES Password Manager** (<http://passwords.cites.uiuc.edu/>) to set your passwords to what you want to use for the next 12 months.

Please shred this form once you have verified that your new password works.

BE SURE to mark the following ambiguous characters clearly, as shown:

1	l	L	I	i	0	O	o	`	'	,
one	el	EL	EYE	eye	zero	OH	oh	grave	accent	comma

In addition, please write the appropriate word under the ambiguous character. (For example, write the word "zero" under a space that has a zero in it.)

Requested NetID password (8-12 characters):

|____|____|____|____|____|____|____|____|

Signature: _____ Date: ____/____/____