ECU PirateID Passphrase Reset Request Form

Please fax this completed form along with a photocopy of a valid photo ID to verify your identity. We will contact you with your default passphrase via phone or email. Please fax to: 252-737-1715 or Email it to helpdesk@ecu.edu

1) PirateID or Full Alumni email address: ____________________________
   (PirateID is the first part of your ECU e-mail address)
2) Last Name: ____________________________ First Name: ____________________________ MI: __________
3) Phone Number: __________ - __________ - __________
4) Alternate (Non-ECU) Email Address: ________________________________
5) Please Check All that Apply: _____ Create Activation Code for Resetting Your Passphrase
   _____ Need ECU/Banner ID

I hereby authorize the Help Desk to create an activation code so that I can access PirateID passphrase maintenance:
________________________________ / __________________ (Signature/Date)

Requests must be accompanied by valid photo ID.

Valid Photo IDs:
University ID Card (ECU 1 Card)
Driver’s License*
Any Government Issued Photo ID*

*To protect your personal information you must black out all information except your name and picture.

Submit In Person

If you are on or near campus, this form may be submitted in person at one of the following locations. You will still need to bring a valid photo ID to verify your identity.

East Campus:
Walk-In IT Help Desk: Austin Building Room 103 (M-F, 8am – 6pm fall and spring; M-F 8am – 5pm summer)

West Campus:
Laupus Library Room 2502 (Mon – Fri, 8AM – 5PM)

*Please note: Passphrase reset requests submitted before 12:00 noon will be completed no later than 5:00 PM the same business day. Requests submitted after 12:00 noon will be completed no later than 12:00 noon the following business day. ITCS staff will make every effort to reset your passphrase as soon as possible.

**This form is available online at http://pirateid.ecu.edu.
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