

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 via email or phone with your default passphrase. Please fax to: 252-737-1715.

- 1) PirateID: _____
- 2) Last Name: _____ First Name: _____ MI: _____
- 3) Phone Number: _____ - _____ - _____
- 4) Alternate (Non-ECU) Email Address: _____
- 5) Please Check All that Apply: Reset my Passphrase
 Reset my Security Questions

I hereby authorize the reset of my PirateID passphrase to the default passphrase:

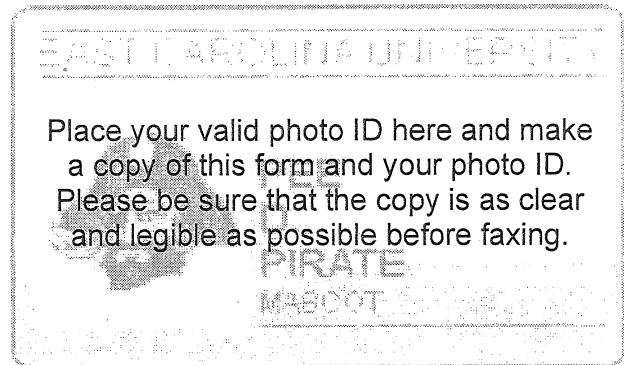
_____ / _____ (Signature/Date)

Photo ID Requirements:

Valid Photo IDs:

University ID Card (ECU 1 Card)
Driver's License
Passport
Any Government Issued Photo ID

Requests not accompanied by a valid photo ID or are difficult to read may cause delays and may not be processed. **It is recommended that you 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 (Mon – Fri, 9 AM – 6 PM)

Austin Computer Lab: Austin Building Room 104 (8 AM Sun – 8 PM Fri (24 hrs), Sat 8 AM – 8 PM)

West Campus:

ACE Computer Support Center: Laupus Library Room 3536 (Mon – Fri, 8 AM – 5 PM)

**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>.**