



GEORGETOWN
UNIVERSITY
 SCHOOL OF CONTINUING STUDIES

To: School of Continuing Studies NetID Station

Fax: 703-812-3810

Email: ccpenetid@georgetown.edu

From: _____

Fax: _____

Date: _____

Re: NetID Password Reset

Student Instructions

You may use this form if you have forgotten your NetID password.

- Print this form and complete the required information.
- Include a copy of a government issued photo ID.
- Fax the form to 703-812-3810 or email to ccpenetid@georgetown.edu.
- Once you receive a temporary password by email, reset your password within **72 hours**.

NetID Station Contact Information

Voice: 202-687-7000

Fax: 703-812-3810

Email: ccpenetid@georgetown.edu

NetID Password Reset Information

Note that this password reset will result in a **temporary** password that is valid for only a **72-hour period** during which you must create a permanent password. Specific steps to do this will be sent to the email address listed below.

1. **My NetID:** _____

2. **Last Name:** _____ **First Name:** _____ **MI:** _____

3. **Daytime Phone Number:** _____ - _____ - _____

4. **Email Address:** _____

Please write legibly as we will write you at this address once the request is completed.

5. **Check here:** _____ Please reset my NetID password.

6. Identification:

Make a photocopy of a government-issued photo ID card--such as a driver's license or passport--with all of its accompanying information such as name and address on this sheet or send it on a separate sheet of paper. Please make the photocopy on the lightest setting or "photo" setting. Requests cannot be processed without a valid, legible photo ID.

Signature: _____ **Date:** _____

Note: DO NOT include your Social Security Number on this form!