

ECU PirateID Passphrase Reset Request Form

Please email this completed form along with a photocopy of a valid photo ID to verify your identity to hdreset@ecu.edu. We will send you an Activation Code via email to your non-ECU email account. Note, you can take a picture of the completed form with your cell phone and email it to hdreset@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
- 6) Does your account contain any of the following information for someone other than yourself?
 Yes No – Social Security Number
 Yes No – Academic Records (grades, evaluations)
 Yes No – Health Records (medical conditions, medical history, medications)
 Yes No – Personal Credit Card Numbers (You will need to notify your Bank)
 Yes No – ECU Credit Card Numbers
 Yes No – Other Sensitive Data (PII – Personally Identifiable Information)

I hereby authorize the Help Desk to create an activation code so that I can access the PirateID passphrase maintenance site:

_____ / _____ (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, signature, 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 - 5:30pm fall and spring; M-F, 8am – 5pm summer)

West Campus:

Laupus Library Room 2502 (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://www.ecu.edu/cs-itcs/help/passphrase> .