Date: _____

Transmittal to SUNY CTS via facsimile: (315) 312-3143

Campus Technology Services
SUNY Oswego
7060 Route 104
Oswego, NY 13126

Dear Technical Support Staff:

I would like my SUNY Oswego computer/e-mail account password reset. My contact information is:

Name: _____
(print your name legibly)

Date of Birth: _____ SUNY ID No. _____

Home Address: _____
(House Number, Street name, City, State, Zip)

Phone Number (inc. area code): _____ E-Mail Address: _____

I understand for my password to be reset, I am required to have this letter notarized. A licensed Notary Public, can be found at most banks, lawyers offices, and county/city/municipality offices. Upon receipt of this request, Campus Technology Services (CTS) will reset my password within two business days and notify me via telephone what my new default password is.

Should I choose to change my password from the default password CTS selects for me, I will go to www.oswego.edu/admin and log-in with the password you provide. From that point, I will be able to change my password and select a security question so that I will be able to change my password independently in the future.

Thank you in advance for your anticipated cooperation.

Very truly yours,

_____
(your signature here)

State of _____)
) ss.:
County of _____)

On this _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____. personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____
(Notary Public Signature)