

Employee Password Request

First Name: _____ (legal name)

Last Name: _____ (legal name)

Password: _____

New Password Complexity Requirements:

All passwords must be a minimum of 11 characters long and contain letters, Mixed cases (upper/lower), Punctuation, and Numbers. (ie: 9&g#swIx1we).

***DO NOT USE NAMES, YEAR, OR PERSONAL INFO AS PASSWORDS.**

****Please Print CLEARLY or type your information**

School or Department: _____

Employment Position: _____

Employment Location: _____

HR Input:

Start Date: _____