

**Center for Continuing and Professional Education**  
**NetID Password Reset Center**  
**Fax: 703-812-3810**  
Voice: 202-687-7714, Email: qc3@georgetown.edu

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**NetID Password Reset**

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You may use this form if you have forgotten your NetID password. Print this form, fill in the information, and fax it to 703-812-3810.

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 Numbers on this form!**