

# ECU PirateID Passphrase Reset Request Form\*\*

Email this completed form and a photocopy of a valid photo ID, or take a photo of this completed form and your photo ID to [hdreset@ecu.edu](mailto:hdreset@ecu.edu). We will reply with an activation code to your non-ECU email address.\*

1. PirateID or Full Alumni email address : \_\_\_\_\_  
(PirateID is the first part of your ECU email 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 Pirate Techs to create an activation code for me to access the PirateID passphrase maintenance site:

\_\_\_\_\_/\_\_\_\_\_(Signature/Date)

## Email a copy or photo

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, black out all information except your name, signature and picture.**



Place your valid photo ID here. Make a copy of this form or take a picture and email to the address above. Please be sure the copy is clear and legible.

## Submit In Person

Submit this form in person to one of the Pirate Techs Technology Support Center locations below. Please have a valid photo ID ready to verify your identity.

### Main Campus:

Austin Building 103 | Monday – Friday 8:00 a.m. – 5:00 p.m.

### Health Sciences Campus:

Laupus Library 1500 | Monday – Friday 8:00 a.m. to 5:00 p.m.

**\*Please note:** Passphrase reset requests submitted before 12:00 noon are completed no later than 5:00 p.m. the same business day. Requests submitted after 12:00 noon are completed no later than 12:00 noon the following business day. ITCS staff makes every effort to reset your passphrase as soon as possible.

\*\*This form is available online at <http://go.ecu.edu/passphrase-reset-guide>.