

UCLA Logon ID Service Request

Information Technology Services – Bruin OnLine • Kerckhoff Hall, Suite 124

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Submission of this form provides your consent to the Bruin OnLine Help Desk (BOL) to release and/or update information related to your UCLA Logon ID. **Please provide all of the required information and fax or e-mail this document **ALONG WITH** a legible photocopy of official photo identification that clearly displays both your full name and date of birth (i.e. Driver's License*, Passport*, or other Government issued ID*) or your UCLA BruinCard.** Upon receipt of the required information, BOL will respond to your request by e-mail within 1 business day.

***Please BLACK OUT the ID number from your Driver's License, Passport, or other Government issued photo ID before submitting to BOL.**

Personal Information (Please print clearly)

Name: _____ Date of Birth: _____

UCLA Logon ID (if known): _____ 9-digit UID (if known): _____

Current E-mail Address: _____ Phone Number: _____
(E-mail address we can respond to for this request)

I am requesting that you release my (please check all that apply) to me at the contact information above and/or update my account information:

UCLA Logon ID

UCLA Logon ID password (if checked please specify a temporary password below)

Passwords are **case sensitive** and must adhere to the following rules:

- **8-128** characters in length
- must contain characters from **at least 2** of the following character sets:
 - letters: **a-z** or **A-Z**
 - numbers: **0-9**
 - special characters from this list: **!@#%&*().,**

Please reset my password to: _____
(Passwords are case sensitive)

9-digit University Identification number (UID)

Other Request (please specify): _____

Authorization Release

I authorize the above changes and/or release of information related to my UCLA Logon ID to me at the contact information provided above.

Signature (REQUIRED)

Date