



PHONE PASSWORD

INSTRUCTIONS: Please complete all information on this form, attach a legible copy of a state or federal photo ID (ex: driver's license, passport, or military ID), sign and date the form. You may submit this form. You may submit this form and the supporting documentation to our office in person, via postal mail, via scanned attachment in email, or via fax (see contact information above).

Name _____
(Last) (First) (Middle)

Student ID or Last 4 digits of SSN: _____ Date of Birth: _____
(MM-DD-YYYY)

Phone Number: _____

Email Address: _____

IMPORTANT - Please ensure that the email address provided here is a private and reliable address to which only you have access. OSU may communicate confidential information to this address. We will enter this into the Student Self-Service as your new alternate email address.

Type of Photo Identification Provided (attach a legible copy if submitting via mail or fax):

- Driver's License (or other state issued photo ID)
- Passport
- Military ID
- OSU ID
- Other (describe - ID must include an image of your signature)

Phone Password _____

Your Phone Password will be requested by various departments (IT Helpdesk, Registrar, etc.) to help verify your identity over the phone when discussing private information regarding your account. When selecting a Phone Password, it is important to select a short code, word, or phrase that you will be able to recall easily and is known only to you. Your Phone Password can be at most 25 characters long and can contain any combination of letters, numbers, or spaces.

Please protect your Phone Password as if it were your credit card number. Should you wish to change your Phone Password in the future, simply submit a new Phone Password form.

Signature: _____ Date: _____

Office Use Only
Processed by: _____ Date: _____