

Fax this form to:  
IT Services Help Desk  
University of Arkansas  
479-575-5776

Mail this form to:  
IT Services Help Desk  
University of Arkansas  
ADSB 100A; 155 Razorback Road  
Fayetteville, AR 72701

## Request to Reset BASIS Admin Account Password Faculty and Staff (Off-campus)

Name \_\_\_\_\_

UARK username \_\_\_\_\_

BASIS Admin username \_\_\_\_\_

Nine digit University ID number \_\_\_\_\_

Phone number (with voicemail) \_\_\_\_\_

Your signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's name \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's phone number \_\_\_\_\_

BASIS will send a temporary password to your UARK e-mail account. Upon receipt, log into BASIS using your BASIS username and the temporary password. You will then be prompted to create your new BASIS password.

For Office Use Only	
Reset by _____	Date _____
Notified by _____	Date _____