

## **Reset UARK Password Non-Student**

University regulations require that all UARK passwords be changed every 120 days. You will receive reminder notices via email when it is time to change your password. If it reaches 120 days unchanged, your password will expire and you will no longer have access to services associated with your UARK account. Current and expired passwords can be changed at [password.uark.edu](http://password.uark.edu).

If you have forgotten your password and have not set up a security question and answer, your account will need to be reset. The following options allow non-student users (faculty, staff, emeritus and affiliates) to reset passwords:

- Visit one of the IT Services Help Desks. Locations and hours are listed at [its.uark.edu/help/help-desk](http://its.uark.edu/help/help-desk). Your University ID card is required.
- Visit one of the General Access Computing Labs (GACLs). Lab locations and hours are listed at [its.uark.edu/labs/gacpls](http://its.uark.edu/labs/gacpls). Your University ID card is required.
- Complete the Reset UARK Account Password form (below) and mail it or fax it to IT Services using the information provided on the form.

For questions or concerns, please call the IT Services Help Desk at (479) 575-2905.

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 Rd.  
Fayetteville, AR 72701

## Request Form to Reset UARK Password Non-Student

Name \_\_\_\_\_

Date \_\_\_\_\_

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

Phone number \_\_\_\_\_

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

Date \_\_\_\_\_

Supervisor's name (printed) \_\_\_\_\_

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

Date \_\_\_\_\_

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

Once you are notified that your password has been reset, go to [password.uark.edu](http://password.uark.edu), click Forgot Password, and use the Authorization Code provided by the Help Desk to create a new password.

For Office Use Only

Reset by \_\_\_\_\_

Date \_\_\_\_\_

Notified by \_\_\_\_\_

Date \_\_\_\_\_