

IT Help Desk
University of Arkansas
479-575-2905

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

Use this form to reset your password if you are unable to visit the IT Help Desk on campus.

1. Complete, sign and scan the form.
2. Email it to helpdesk@uark.edu.

Name_____

UARK username_____

BASIS Admin username_____

University ID number_____

Phone number (with voicemail)_____

Your signature_____ Date_____

Supervisor's name_____

Supervisor's signature_____ Date_____

Supervisor's phone number_____

The BASIS team will email you a temporary password. Log in with your BASIS username and the temporary password, and then create your new BASIS password.

For Office Use Only

Reset by_____ Date_____

Notified by_____ Date_____