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________