



## HRS Password/PIN Reset Form

Mail to: 106 Whitehurst., Stillwater OK. 74078  
 Processing with be completed shortly after arrival.

Fax to: 405-744-8345

User's Full Name

Signature

OSU Employee CWID Number (If Know)

Operator ID Number (HRS Reset Only)

Use of these computing systems is governed by applicable Federal and State statutes, the policies of Oklahoma State University and Information Technology Division. Anyone who misuses or abuses these computing systems is subject to University disciplinary actions and criminal penalties.

Phone Number or Extension

Email Address

**Please check the appropriate box below for the system you wish to have reset.  
Note the information on the default PIN for Web For Employees**

**Reset HRS Password**

**Reset Web For Employees PIN**

Reset notification is normally relayed to you by phone upon receipt of this form.

Reset notification is normally relayed to you by phone upon receipt of this form.

The password may consist of alpha and/or numeric characters. The Alpha characters are not case sensitive. The same login information is used to access e~Print.

The **default PIN** is a six digit number that is your birthdate. The first time you enter you are required to change it to a new six digit number.

Example of default PIN: 012354 = Jan 23 1954

Special Instructions: The **HRS Password** or **Web For Employees PIN** will be reset or reactivated upon receipt of this form. It is advised to change your password /PIN after receiving notification of the reset.

**Change your Password/PIN often. Protect this information because it ensures that only you have access to the specified system. It is recommended that you change your password frequently.**

**OSU Human Resources Use Only**

Reset By:

Date: