

REQUEST TO HAVE THE VOICE MAIL PASSWORD RESET ON MY PERSONAL TELEPHONE LINE

The charge to have a Voice Mail Password reset is \$2 and must be paid by check or money order.

This completed form, and the \$2 fee must be delivered in person to Information Technology Services (ITS) located in the basement of Lovejoy Library, room 0005.

Please reset the Voice Mail Password on Personal Telephone Line # _____.

Name (please print) _____
(Last) (First) (Middle Initial)

SIUE Email address: _____

Cell phone number _____
(Please include the area code) We will only contact you by cell phone if absolutely necessary.

Signature _____ Date _____

Once this completed form and the \$2 fee is received, ITS will notify you by Email (usually within 48 hours) of your new voice mail password and provide you with instructions that you will need to follow to complete the process. You may contact ITS Networking & Infrastructure Management directly at #3373 if you have any questions, or if you do not receive your Email within 48 hours.

PAYMENT METHOD -(check one) - to be completed by ITS staff	
Check	
Money Order	
RECEIVED BY: _____ <small>(Please Print Your Full Name)</small>	DATE RECEIVED: _____ <small>(Please Enter the Date Payment Was Received)</small>

For ITS Networking & Infrastructure Management Interdepartmental Use ONLY:

New password _____

Date Emailed sent to student _____ Processed by _____