

Applicant / Sender:

Date: _____

Please write clearly in block letters!

Rechenzentrum
 Umwelt-Campus Birkenfeld
 Postfach 13 80
 55761 Birkenfeld

Application for Setting a New Password

Dear IT Department,

Please set the following new password for my university account:

Username	(e.g., abcd1234)	_____																	
New Password	(block letters)	<table border="1"> <tr> <td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td> </tr> </table>	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
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Password must be at least 8 characters long —▲
 Please avoid ambiguous characters!

Reply Email Address	_____
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The password **must** comply with the following password policies of the IT Department:

- The password must not contain your university username.
- The password must not contain three or more consecutive characters from your username.
- The password must contain characters from three of the following categories:
 - o Uppercase letters (A-Z)
 - o Lowercase letters (a-z)
 - o Numbers (0-9)
 - o Non-alphanumeric characters (e.g., !, \$, #, %)
 The following characters are excluded: “, \$, ', \, €

I have enclosed a copy of my official photo ID (**Students:** additionally, a copy of the enrollment certificate) with this letter.

With my signature, I commit to changing the above password immediately after the first successful login.

Kind regards,

Attachments: - Copy of photo ID or passport
 - Copy of enrollment certificate

Applicant Signature

*This document will be destroyed after processing.
 If a valid email address is provided, you will receive an email with feedback on the processing of this request.
 The processing time from the date of submission is usually 5 working days.*