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# Password/Login Replacement Request

Please note that your password and login details must be kept private to you at all times.

## If you need a new password or login please

- 1 collect a Replacement Request form from the School Shop, Office or Deans offices or get someone to print you a new one from the intranet (*Students/computer Access/Replacement Passwords*)
- 2 fill in ALL the sections marked with an asterisk (\*) in the box to the right of these instructions,
- 4 return the form to the main office (for faster processing) .
- 5 New accounts (login, Intranet, Email, H Drive etc) and passwords will be created for you. Providing you supply all the correct information you should 'budget' for **this to take 24 hours from receipt of your Replacement Request form.**
- 6 A new password slip will be given to your form teacher to pass to you.

**NOTE:** If you lose your password and require new ones more than twice each year you will be asked to contribute to the cost of further replacements.

## Password/Login Replacement

Please ensure you **FULLY** complete this form with clear accurate information that is easy to read

Date\* .....

Name\* .....

Form\* ..... Form Teacher\* .....

Student ID\* ..... Login: .....

Reason for replacement request\*  
.....  
.....  
.....  
.....

Signed\* .....