

**Form authorizing ITAs to validate users for network password resets**

1. ITA fill out Part I
2. Approving Official fill out Part II. Approving official must be a Dean or Vice President.
3. Send form to the Help Desk (PP 2.112)

**PART I (ITA Information)**

Print Name	
Dept or College	
Phone	
Banner ID	
Signature	

**PART II (Approving Official)**

Print Name	
Dept or College	
Phone	

List Department /College that ITA is authorized to verify network password resets. (e.g. the entire college (College of Science) or a department within the college – (Biology Department)

Signature	
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*By appointing the ITA you are authorizing him/her to validate the identity of the user to the Help Desk for network account password resets. The ITA is required to be with the user during the validation process. After identification validation, the phone will be given to the user and password will be verbally given to them.*

***The ITAs role is only for ID verification***