

University at Albany ITS Computing Center

STUDENT ORGANIZATION WEB ACCOUNT (SOWA) PASSWORD RESET FORM

SOWAs are granted to all recognized and registered University at Albany student organizations on an Information Technology UNIX system. A SOWA is to be used only by the organization's web builder and only for the legitimate activities of the organization; that is, development and deployment of the organization's web page (personal or other use is excluded.). Individuals and organizations are governed by the Policy on Responsible Use of Information Technology available at http://www.albany.edu/its/its_policies.htm.

****If your organization does not have existing web space and you wish to request that web space be created, please visit <https://wiki.albany.edu/display/public/askit/SOWA+Web+Account+Request>.****

Organization Name: (no abbreviations) _____

President (print): _____ **Phone #** _____

Email Address of President: _____

Webmaster Name: _____ **Phone #:** _____

Email Address of Webmaster: _____

As President, I authorize the Webmaster to reset the SOWA password on behalf of the group.

President/Group Leader Signature: _____

Organization NetID: (2 to 8 letter name). The NetID is the portion after the tilde (~) in your web address (e.g., www.albany.edu/~NetID).

NEW PASSWORD:

- The password must be at least 8 characters and contain within the first 8 characters:
 - at least one letter
 - at least one number
 - at least one special character from this set
! @ # \$ % ^ * () _ + - = } | [] \ : ; < > ? , . /
These three may NOT be used: & { ~
- The password may not contain any spaces or special characters not listed above.
- The password may not contain the user's first name, last name, or organization NetID.
- All letters must be in uppercase.

Please submit this form to Beth Conrad in the Office of Student Involvement & Leadership
(Campus Center 130).