

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

The fee to have a PTL 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) 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: \_\_\_\_\_

**Once this form and the \$2 fee is received, Telecommunications will notify you by Email (usually within 48 hours) of your new Voice Mail password and provide you with instructions that you must follow in order to complete the process. You may contact Telecommunications directly at #3373 if you have any questions, or if you do not receive your Email.**

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

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>PAYMENT METHOD -(check one) - To Be Completed By ITS Staff</b>	
Check	
Money Order	
<b>RECEIVED</b> <b>BY:</b> _____ <small style="text-align: center;">(Please Print Your Full Name)</small>	<b>DATE</b> <b>RECEIVED:</b> _____ <small style="text-align: center;">(Please Enter the Date Payment Was Received)</small>

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For Telecommunications Interdepartmental Use ONLY:

New Voice Mail password: \_\_\_\_\_

Date Emailed to student: \_\_\_\_\_ Processed by: \_\_\_\_\_