

Huntingdon College Recovery Email Verification Form

As indicated per College policy:

Expectations Regarding Use of Huntingdon College Assigned Accounts and Privacy of User Names and Passwords

Individuals are assigned a Huntingdon College (HC) email address for the purpose of correspondence with College faculty, staff, and students. Students also receive login information to the College's student information system. It is the responsibility of each individual to check HC email regularly. The HC email account is an official means of communication between the student and the College. As there is no guarantee of security of academic information or verification of an individual's identity with other email accounts (e.g. Yahoo, AOL), only correspondence received from an individual's HC email account is considered official.

As account information is given solely to the individual, authentication through these systems can be trusted, so long as the individual retains this information in a secure and private manner. It is therefore imperative that individuals not share login information with any other party (friends, family, College employees, parents, children, etc.). Individuals who feel login information has been compromised should immediately contact the Office of Technology Services. Reset or lost account passwords will only be distributed to an individual in person, or to an alternate email account which has been verified as being owned by the individual.

Those who wish to officially set a recovery email account with the College should complete the section below and return this form to Huntingdon College at: 1500 E. Fairview Ave., Wilson Center Rm. 105, Montgomery, AL 36106, or by fax to 334-833-4313. **DO NOT EMAIL THIS FORM.**

Full name: _____ System ID _____

SSN: _____ - _____ - _____ Date of Birth: ____/____/____ **Government ID (please include a legible copy)**

Initial and complete one choice:

_____ By signing below and providing an alternate non-HC email address, I am verifying that Huntingdon College may distribute lost or reset passwords for my HC email account to me at the following email account, which I assert is my own (please print clearly):

_____@_____

I understand that it is my responsibility to inform Huntingdon College by submitting an updated version of this form if I no longer wish to receive reset or lost HC email password information at this account.

OR

_____ Huntingdon College should **only** provide me with a lost or reset password for my HC email account **in person**, unless I choose to resubmit this form at a later date.

Signature: _____ Date: _____

Note: All other Huntingdon College electronic account passwords will only be distributed either in person or to an individual's official HC email account. This form does not promise access to or provision of a Huntingdon College email account indefinitely.

Office Use Only:	
<input type="checkbox"/> Verification of student information to reside in student folder.	<input type="checkbox"/> Verification of faculty/staff information to reside in HR file.