

Request to Reset Password

Instructions:

1. Complete the information below.
2. Have your **Student ID Card** ready and show it to the school office when you turn in this form.
3. The new password would be set to '**mss12345**'.
4. Please check after 2 – 3 school days. If you still have trouble, please contact Mrs. Shirley Fu.

Please tick the appropriate box(es):

Student Name:	Class (No.):
Student ID#:	Reset Account(s) for <input type="checkbox"/> Student / <input type="checkbox"/> Parent
<i>Please tick the account(s) you need to reset password for...</i>	
<input type="checkbox"/> MSS Login Account	<input type="checkbox"/> eClass Login Account
<input type="checkbox"/> MSS Email Account	
Username / Email address: _____ (if known)	

Student's/Parent's Signature: _____

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For Office Use only.

Date Received: _____

Student ID verified

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For IT Committee use only.

Date Received: _____ Date of Completion: _____