

# USER ID/PIN Request Form

University of Central Arkansas

Forms can be submitted to Office of the Registrar, 201 Donaghey Ave, Conway, AR 72035.

Fax (501) 450-5734 E-mail [regofc@uca.edu](mailto:regofc@uca.edu)

NOTE: This form is ONLY for former students who attended UCA AUGUST 1985 or thereafter. Currently enrolled on campus students are asked to contact the IT helpdesk in person with photo ID for Network ID and Password information.

PRINT ALL INFORMATION. Incomplete forms will not be processed.

\_\_\_\_\_  
\*Student ID (If known)

\_\_\_\_\_  
\*Telephone

\_\_\_\_\_  
\*Last Name

\_\_\_\_\_  
\*First Name

\_\_\_\_\_  
\*MI

\_\_\_\_\_  
\*List all Former Names (if any)

\_\_\_\_\_  
\*Date of Birth

\_\_\_\_\_  
\*Term of last enrollment at UCA

\_\_\_\_\_  
\*E-mail

\_\_\_\_\_  
\*Address while at UCA (if known):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Office Use Only:

This is your log in information for our secure portal located at <http://www.uca.edu/registrar/records-for-former-students-alumni>. These numbers are assigned for YOUR USE ONLY. It is suggested that you safe guard them and do not give them to anyone you do not wish to have access to your student records. THESE NUMBERS WILL NOT CHANGE.

USER ID: \_\_\_\_\_ PIN: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Normal processing time is 3-4 business days from the date of request. For security reasons all responses returned USPS standard mail.

\_\_\_\_\_  
\*Signed

\_\_\_\_\_  
\*Dated

Fields indicated with an \* are required.

\*Delivery Address. NOTE: This will become your address of record at UCA.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street or Route

\_\_\_\_\_  
City, State, Zip