

**The University of Texas as Tyler
Personal Identification Number (PIN) Update Form**

Current or former UT Tyler students may use this document to establish, update, or delete their Personal Identification Number (PIN) on file with UT Tyler. Once setup, students may use their PIN to establish a positive identification when communication with UT Tyler school officials via remote channels, including by phone or a non-Patriot email. **Current students are encouraged to update their PIN via Student Center whenever possible.**

The PIN can contain up to ten (10) characters, including any letter, number, or symbol available on a standard keyboard. Students are encouraged to select a PIN that they can reliably remember, but that would be very difficult for a third party to guess. Once a PIN has been selected, students are encouraged to record it in a secure secondary location, as it will be masked in the Student Center page once entered.

To protect your data security, this PIN should be known only to you; never share it with anyone other than a UT Tyler school official for the purposes of verifying your identity.

This form must be submitted to the address listed at the bottom of this form per the following guidelines:

- In person by the student/alumnus named in Section A with a valid photo ID, at the One-Stop (STE 230) *or*
- in person by an agent of the student/alumnus in conjunction with original or certified copies of legal documentation establishing their right to act on behalf of the student with specific regard to education records, *or*
- via mail by the student/alumnus named in Section A along with a confirmation of their identity provided by a Notary Public.

Note: Students and alumni in the Houston, Longview, or Palestine areas may submit this form to a UT Tyler school official at the campuses in those cities.

A. Student Information (Please print)

NAME (FIRST, MIDDLE INITIAL, LAST)

CURRENT ADDRESS (STREET/PO, APT., CITY, STATE & ZIP)

PRIMARY DAYTIME PHONE NUMBER

STUDENT ID NUMER

B. Personal Identification Number (PIN) Options

Create / Update my PIN to read as: _____
(Please write as clearly as possible, in large characters)

Delete my PIN

C. Authorization Certification:

STUDENT'S (OR AGENT'S) SIGNATURE

DATE

STUDENT'S (OR AGENT'S) PRINTED NAME

DO NOT PRINT THIS PAGE

... if you are able to present the "Personal Identification Number (PIN) Update Form" in person at the One-Stop or the Houston Engineering Center.

Use this page only if you are unable to present this document in person.

UT Tyler must still receive wet signatures of student and notary.

<p style="text-align: center;">Notary's Certificate of Acknowledgement For Verification of Identity and Statement of Educational Purpose</p>

State of _____, City/County of _____

Before me, _____, personally appeared
(Notary's printed name)

_____, who proved to me on basis of satisfactory
(Printed name of signer)

evidence of identification _____
(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument this _____ day of
_____, 20 ____.

WITNESS my hand and official seal _____
(Notary's Signature)

(SEAL)

My Commission Expires: _____
(Date)

US mail

1. This form
2. Wet signatures of student and notary
3. Copy of student's government-issued photo ID used by notary to confirm identity

to

UT Tyler, One-Stop, 3900 University Blvd., Tyler, TX 75799