



Request for Password Reset

Password resets can not be completed by phone. Student Password information is considered confidential and will only be reset upon presentation of a Student ID, or by completion of the form below with signature.

Main Campus Students will need to show picture ID at the Help Desk (Administration Building).

Regional Center Students: If you are not in Sault Ste Marie, you may request a password reset by completing the form below and mailing, scanning and emailing (helpdesk@lssu.edu) or faxing the form (906-635-2111) to the Help Desk at LSSU. For additional information or help, please contact the Help Desk at 906-635-6677.

- Reset Password for My.LSSU (LSSU Portal)**
This will reset your password to your Birthday - MMDDYYYY
- Reset Password for G-Mail (LSSU Email)**
This will reset your password to your Birthday - MMDDYYYY
- Reset Password for ADS (User Account for Campus Computers)**

Student Name _____
(Please Print) Last First Middle

Student ID _____ Phone: _____ Birthdate: _____

Student Signature: _____
Requests can NOT be processed without your signature.

Processed: _____
(Date/Initials)