

Separated Employee -Technical Access (TFSA)

Account Holder: _____ "A" Number: _____
First / Middle / Last

Department: _____

Title: _____

Separation – Official Separation Date: _____ Access to all systems at 4:30 pm on this date!

Separating Employees Computer Tag & Office Phone Number- Tag #: _____ Phone: _____

Written authorization must be obtained from **an area vice president*** if the employee is to retain access to any services beyond the official separation date. Please provide explanation and expected date of service termination beyond the official separation date:

Phone, Email, and Data:

- ☐ Delete remaining voicemail, reset password & reassign to whom? _____
- ☐ Retain voicemail & reassign password to whom? _____
- ☐ All files have been moved by employee; Backup of email and data files **IS NOT** required.
- ☐ Backup of email and data files **IS REQUIRED**. Provide backup to whom? _____
- ☐ Add email address to Shared Department Mailbox _____

Technician Section - Backup Receipt

Backup Created & account deleted by - Technician's Signature: _____ Date: _____

Backup Received by - Receiver's Signature: _____ Date: _____

Backup Directory Path: _____ If Applicable, Portable Media Password: _____

Banner and Third Party Accounts to be disabled:

- ☐ Banner
- ☐ Automic
- ☐ Argos
- ☐ TouchNet
- ☐ Nelnet
- ☐ Spreadsheet Budgeting
- ☐ VPN

Any additional accounts not included above: _____

Supervisor (please print): _____

Supervisor's Signature: _____ Date: _____

*Vice President
Signature: _____ Date: _____