



ACADIA UNIVERSITY

CLOSING OUT COMPUTER ACCOUNTS

Note: In accordance with University Policy, faculty and staff computer accounts will be expired on the employee's last day of employment and subsequently removed from disk 30 days after that.

Date:	
Employee's Name:	
Department:	
Last Day of Employment:	
Accounts under Employee's name:	
System: _____	User Name: _____

SECTION A: Future E-Mail Received in Your Account

Although you will no longer have access to your Acadia email mailbox, your Acadia **address** can be kept active for 30 days, so that correspondents can be advised of your change in status. If you wish to do this, **you** must set up forwarding or place an Out-of-Office message on your email account before leaving.

Choose 1 of the following options:

- Mail Forwarding** I would like my email forwarded to the following Acadia address.
(no off-campus forwarding)
- Out Of Office Message** I have placed a message on my account.
- I do not require this service.** Please close my email account.

SECTION B: Files

(More than one of the options below may apply as the individual may have more than one account)

- Please grant temporary access for the accounts as indicated below:
(Note: This request will only be granted for 30 days.)

System	Username	Grant Access To

- Please copy the following files, directories, etc., to the account(s) as indicated below:

- Please close the account(s) immediately. No one requires access to the information. The data will be kept on disk for 30 days and can be accessed on the request of the appropriate Senior Administrator.

SECTION C: Authorization of the Above Information

(A reminder that the above requests will only be valid for 30 days unless special arrangements are made.)

Employee's Signature **required**

Date

Department Head's Signature **required**

Date

For additional notes, please use back of form.