**Term Process Doc**

Prior to using the new **Term** process, there are a couple of things you’ll need to do.

1. Install ActivePerl from [HERE.](http://www.activestate.com/activeperl/downloads) (if not yet installed)
2. Install Quest ActiveRoles Management Shell for AD 64-bit from [here](http://www.quest.com/powershell/activeroles-server.aspx).(if not yet installed)
3. Install Nmap (this is used in the logoff script) [HERE](http://nmap.org/dist/nmap-6.01-setup.exe)
4. Copy the entire folder (T:\IT\IT Scripts\termScript) to to the root folder that your powershell opens in. (ex. for me, it is C:\users\miovino)
5. Talk with the manager of the employee you are terming to find out if they want a standard OOO message sent for their email, or a custom one.

(if custom you can copy and paste here to use when running the script.)

1. The only other thing you’ll need is the users extension for disabling voicemail and ext.

Ext: \_\_\_\_

You now have everything you need to run the Term

1. At 5:00pm on the day of the term (unless otherwise specified), Open Powershell.
2. Type the Following commands
   1. cd .\termScript
   2. .\TermScript.ps1 username” (username of employee being termed)
3. The script will essentially walk you through the rest of the term process.
4. Once you have completed all of the steps that the script walks you through, copy the output at the end of the script and paste as a note into the Term ticket to document what has been completed.

