**Termination Or Change of IT Accounts Request**

Supervisors should use this form to request termination of Network and Telephone privileges and to indicate the need for retrieval of College property. Please check the appropriate boxes below and submit completed form to IT Services electronically. Use Tab key to advance to next space.

Requestor’s Name Click here to enter text. End Date Click here to enter text.

Name Click here to enter text. Phone extension Click here to enter text. Office Number Click here to enter text.

Reason for Account Change

Leaving Seattle College District Employment  Transferring to another campus\*

Name Change Click here to enter text.

Please enter new name

\*If transferring, indicate what campus Click here to enter text.

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*Please do not fill out the Dates in the fields below. They are for IT Services Only.*

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*Network Access*  Service End Date Click here to enter text.

Admin account  Grant SVI Data Access to Click here to enter text.

For Citrix Data, click link and complete request online <https://eforms.seattlecolleges.edu/lfserver/CitrixFileTransfer>

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*Exchange Access* Service End Date Click here to enter text.

Please note this account also give access to all District Applications( <https://apps.seattlecolleges.edu/> )

Deletion Request in ADTools  Reset Password only (This options is used if access is needed for email)

If access to email is needed, please contact Daniel Cordas or Charles Sims

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*Telephone* Service End Date Click here to enter text.

Delete Voicemail  Relocation Voicemail box to extension Click here to enter text.

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*College Property* Pick Up Date Click here to enter text.

*If someone will be replacing the terminated user, please check Desktop. It will then be refreshed and set back up for the new users. If no one will be replacing the terminated user, please select Workstation and we will collect the PC, monitor, and all peripherals.*

Desktop  Workstation  Laptop  Cell phone  Other Click here to enter text.

User did not have any college assets

**For IT Services Only**

Date Received Click here to enter text.

Completed by Click here to enter text. Date Completed Click here to enter text.