



## Network Account Deletion Form for FUTURE Separation of Employment

To be completed by the employee, with their supervisor, and returned to Tech Services

**Tech Services must receive this completed form on or before the employee's last day of work to insure proper distribution of the employee's data. Questions? Call the Help Desk at Ext. 6700.**

<b>Employee Info:</b>	Name:	ID Number:
<b>Department(s):</b>		
<b>Last day of work at Alverno:</b>		
<b>Is employee also a current Alverno student?</b>	Yes    No    (If yes, follow column <b>A</b> below)	
<b>Does the employee have teaching/assessing responsibilities?</b>	Yes    No    (If yes, follow column <b>B</b> below)	
<b>Is employee staff only?</b>	Yes    No    (If yes, follow column <b>C</b> below)	

Do you want Tech Services to copy contents of the employee's email to another employee's email box? Yes    No    Should we also copy the email archives? (Messages over 1 year old) Yes    No    If yes, to whose email box?

This must be requested prior to the account's deletion. **Please Note: The employee's account will be deleted approximately 30 days after the employee leaves, along with any remaining files and email/voicemail messages.**

Do you want **external** email sent to this employee's address to be redirected to another employee's email account?

Yes    No    If yes, indicate address: **This is normally done for a period of two weeks or less.**

The employee should move any work-related files saved on her/his C: or H: drive to the department shared folder on the U: drive, any work-related email/voicemail messages should be forwarded to the supervisor, and any listserv(s) or newsgroups to which the employee subscribed should be cancelled. Please type your initials and the date here to indicate if/when this has been done. **Completed by/date:** **OR ...**

Do you want Tech Services to copy contents of the employee's H: drive to another employee's H: drive? Yes    No

If yes, to whose H: drive? Once the files are moved/copied, this person can:

✓ Move departmental files to the U: drive so other staff members can access them

This must be requested prior to the account's deletion.

Does this employee receive incoming email for a department alias email address (ex: admissions@alverno.edu) that needs to be redirected? Yes    No

If yes, to whom should these emails be redirected?

**Please Note: Failure to redirect this mail will result in these email messages being rejected.**

Tech Services recommends that the employee's computer hard drive be reimaged, which will delete all files stored on its hard drive. Please note that reimaging cannot be performed if this is a shared-use computer. Would you like Tech Services to reimage the computer's hard drive? Yes    No

	<u>Technology Resource</u>	<u>Column A</u> Employee is also a current Alverno Student	<u>Column B</u> Employee w/teaching or assessing responsibilities	<u>Column C</u> Staff only	<u>Initial</u>	<u>Emp.</u>
1.	<b>Data files stored on network home directory (H:) and computer hard drive</b>	Have employee leave any student-related files on the H: drive. Tech Services will move them to a Student home directory (H: drive).	Have employee move any personal files to removable media. Any remaining files will be permanently lost when the account is deleted.	Have employee move any personal files to removable media. Any remaining files will be permanently lost when the account is deleted.		

	<u>Technology Resource</u>	<u>Column A</u> Employee is also a current Alverno Student	<u>Column B</u> Employee w/teaching or assessing responsibilities	<u>Column C</u> Staff only	Initial Supv. Emp.	
2.	<b>LiveText</b>	If the employee had teaching responsibilities and will be continuing as a student, Tech Services will need to change her/his <b>LiveText</b> account type. After this has been done, the employee will have access only to her/his own LiveText account and will no longer be able to upload feedback to other students' LiveText accounts.	The instructor should complete all feedback and performance statuses, verify that students have completed self-assessments, and archive any key performances she/he has designed before her/his last day of work. An instructor's <b>LiveText</b> account will be disabled at the time the network account is disabled, and access will be denied.	Not applicable.		
3.	<b>Moodle</b>	If the employee was an instructor for a course, that course will remain visible in her/his Moodle account until she/he asks for it to be removed.	The employee's Moodle account will be deleted at the time her/his network account is deleted. If any course content needs to be kept for use in future semesters, please list the name of the employee to whom each course should be re-assigned. This person (or persons) will be responsible for managing those Moodle course materials and will receive an email reminder prior to the scheduled deletion of the course.  <b>Any Moodle courses not reassigned to a current employee (and all course contents) will be deleted during the next scheduled Moodle course deletion.</b>	Not applicable.		
4.	<b>Email</b>	Forward all student-related messages to a non-Alverno email account.	Not applicable.	Not applicable.		

Whom should we contact if we have questions?

Printed name

Signature

Date