# Network Account Deletion Form for FUTURE Separation of Employment

To be completed by the employee and her/his 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.**

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|---|---|---|
| **Employee Name:** | **Title**: | **ID Number:** |
| **Department(s):** | | |
| **Last day/date of work at Alverno:** | | |
| **Is employee also a current Alverno student?** | Yes   No   (If yes, follow column **A** on reverse side) | |
| **Does the employee have teaching/assessing responsibilities?** | Yes   No   (If yes, follow column **B** on reverse side; if no, follow column **C**) | |

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|---|---|
| | **IMPORTANT NOTE:  All requests for the departing employee's data, including email, voicemail, and files/folders stored on the H: drive, Google Drive, and OneDrive for Business, must be made via this form before the employee's network account is disabled.** |
| **1.** | Do you want the contents of the employee's email copied 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? |
| **2.** | 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.** |
| **3.** | Did the employee receive incoming mail for a department email alias address (ex: admissions@alverno.edu) that needs to be redirected? Yes     No      If yes, to whom should the mail be redirected? **NOTE: Failure to redirect this mail will result in the mail being rejected.** |
| **4.** | Do you want the employee's voicemail box pin changed so that you may listen to and delete any messages? Yes      No      Should we leave the person's voicemail box intact for a short period of time, e.g., the employee was interacting with prospective students? Yes      No **NOTE:  The employee name/extension will be removed from the online phone directory immediately, but this will not affect your ability to listen to the messages.  Please notify the Help Desk as soon as you are finished with the voicemail box, so that we may reassign the extension.** |
| **5.** | Do you want Tech Services to copy the contents of the employee's H: drive, Google Drive, and OneDrive for Business to another employee? Yes     No      If yes, to whom? |
| **6.** | Did this employee have responsibility for managing web content in OU Campus for your department? Yes      No      If yes, please list the employee who will assume these responsibilities: |
| **7.** | Tech Services will collect the employee's computer and reuse or retire it if the employee isn't going to be replaced immediately.  If you do plan to rehire immediately, we recommend that the hard drive be reformatted (please note that reformatting cannot be performed if this is a "shared" computer). Would you like us to collect the computer? Yes      No      Would you like us to reformat the hard drive? Yes      No |

| | Technology Resource | Column A<br>Employee is also a current Alverno Student | Column B<br>Employee w/teaching or assessing responsibilities | Column C<br>Staff only | Initial<br>Supv. | Initial<br>Emp. |
|---|---|---|---|---|---|---|
| 8. | **Data files stored on network home directory (H:) drive** | The employee's account will be transferred to a student account, and the password will remain unchanged. The content of the employee's H: drive will be moved to her student H: drive. Any business-related files should be moved to the department's folder on the U: drive by the employee with her supervisor. | 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. | | |
| 9. | **Moodle** | 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 below 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.<br><br>**Any Moodle courses not reassigned to a current employee (and all course contents) will be deleted during the next scheduled Moodle course deletion.** | 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 below 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.<br><br>**Any Moodle courses not reassigned to a current employee (and all course contents) will be deleted during the next scheduled Moodle course deletion.** | | |
| 10. | **LiveText** | If the employee had teaching responsibilities and will be continuing as a student, Tech Services will need to change her/his **LiveText** 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. | When the employee's Moodle courses are reassigned, the corresponding LiveText courses will be reassigned, too. The new instructor should complete all feedback and performance statuses, and verify that students have completed self-assessments. | Not applicable. | | |
| 11. | **Email** | A copy of the mailbox and/or archives will be given to the other employee if requested in #1. The mailbox will then be migrated to Office365 student email. | Not applicable. | Not applicable. | | |

**Whom should we contact if we have questions?**


**Printed name**                                    **Signature**                                    **Date**