



Network Account Change/Deletion Form

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 Tech Services at Ext. 6700.

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

<p>The employee should move any work-related files saved on her/his C: or N: drive to the department shared folder on the U: drive, any work-related e-mail/voice-mail messages should be forwarded to the supervisor, and any listserv(s) or newsgroups the employee subscribed to should be cancelled. Completed by/date: _____</p>
<p>Does this employee receive incoming e-mail for a department address (ex: admissions@alverno.edu) that needs to be redirected? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, to whom should these e-mails be redirected? _____ Please Note: Failure to redirect this mail will result in these e-mail messages being rejected.</p>
<p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

	<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>	
					Supv.	Emp.
1.	Data files stored on network home directory (N:) and computer hard drive	Have employee leave any student-related files on the N: 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.	DDP	If the employee had teaching responsibilities and will be continuing as a student, Tech Services will need to change their DDP account type. After this has been done, the employee will have access only to their own DDP account and will no longer be able to upload feedback to other students' DDP accounts.	The instructor should complete all feedback and performance statuses, verify that students have completed self-assessments, and archive any key performances they have designed before their last day of work. An instructor's DDP account will be disabled at the time the network account is disabled, and access will be denied.	Not applicable.		
3.	Educator	If the employee was the primary instructor for a course, that course will remain visible in her/his Educator account until they ask for it to be removed. If the employee was a TA for a course(s), they will no longer have access to those course(s) when the instructor closes the course. Tech Services will change the employee's Educator forwarding e-mail address to their Alverno student e-mail address.	The employee's Educator account will be deleted at the time the network account is deleted. This will remove all courses and any resources associated with those courses. If courses need to be kept, they will have to be cloned to another account. Clone Educator courses to: _____ If no account is indicated, all courses will be deleted.	Not applicable.		
4.	E-Mail	Forward all student-related messages to a non-Alverno e-mail account.	Not applicable.	Not applicable.		

Whom should we contact if we have questions?

Printed name

Signature

Date