

User Account *Removal* Form
Northeastern Regional Information Center
1031 Watervliet-Shaker Road • Albany, NY 12205 • (518) 862-5300 • Fax (518) 862-5378

Instructions: Please Fax (518 862-5378) or mail the completed form to: **NERIC - User Account Removal Form, 1031 Watervliet-Shaker Road, Albany, NY 12205**. The authorized person in your district must sign this form. This form may be duplicated. For assistance please contact Jeane Waldron at 518-862-5300 or userprofile@gw.neric.org.

Last name: _____ **First name:** _____ **MI:** _____
District: _____ **Division / Unit:** _____ / _____
Street Address: _____ **City:** _____ **NY Zip:** _____
Building: _____ **Position:** _____
Phone #: () _____

Remove this Account: (choose only applicable options)

GroupWise Novell Network Finance Manager Unix E-mail Level 0 Level 0 CIO
 Citrix IP Phone Directory Voicemail Security Pass Front Page Account Domain _____
 Starbase W2k Domain Sharepoint * Phone Deactivation Date: __/__/__ Other _____

Remove Data in Home Directory on File Server *Transfer* Data in Home Directory to Specified User Account:

Assign GW Proxy to Specified User Account (for 3 months):

Person authorizing removal: First: _____ Last: _____

Authorized signature: _____ Title: _____

Contact number/E-mail _____

Process for Requesting or Removing a User Account For NERIC Employees

Requesting a User Account

1. The *User Account Request Form* will be included in the Employee Orientation packet. The mentor who is conducting the orientation or the employee's manager will assist in the completion of the form, and ensure that the form is signed by the person authorizing the creation of these accounts. The completed form will be given to the NERIC Assistant Director of Coordination for processing.

Removing a User Account

1. The staff person who works with the Board of Education meeting minutes (currently Cathy Hulchanski), will send an e-mail message to remind/notify the appropriate manager that there has been a termination of employment or leave of absence and that a network account will be affected.
2. That manager will fill out the *User Account Removal Form*, either on paper or electronically, and forward it to the Assistant Director of Coordination located at NERIC.

Role of the Assistant Director of Coordination

1. The NERIC Assistant Director of Coordination will inform the Coordinator who manages the process of appropriate account(s) to do the desired work. The NERIC Security Office will also ensure that each portion of the work requested on the form is completed.
-