



Termination of Technology Access

Office of Technology Services
Updated: May 2024

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|-------------------------|----------------------------------|--------------------------------|----------------------------------|---------------------------------|------------------------------------|--|
| Employee Name: | | | | | Banner ID (PIDM): | |
| Position Title: | | | | | | |
| Department: | | | | | | |
| | | | | | | |
| Position Type: | <input type="checkbox"/> Faculty | <input type="checkbox"/> Staff | <input type="checkbox"/> Student | <input type="checkbox"/> Vendor | <input type="checkbox"/> Volunteer | <input type="checkbox"/> Other Explanation: |
| Last Date of Employment | | | | | | |

Please complete this section:

Terminate All Access effective Last Date of Employment

Grant Limited Temporary Access / Resources after termination - Please indicate what resources are needed

Computer

Canvas

Remote Access

Banner

Email

Disposition of Terminated Email Access:

Disable email upon termination

OR

Forward email monitoring to which account (90 days standard):

Extended email access requested beyond 90 days -- Date end requested:

Telephone and Voicemail

Voicemail password need resetting:

Phone display need updated:

Comments / Descriptive details for access:

Authorization and Policy Acknowledgment

I have read and understand the SBC policy on resources and systems access. Additionally, new Hire, volunteer, vendor, or other party access will not be granted until IT has received the signed and properly executed a Technology Agreement Form.

Signature of Department Head/Supervisor:

Signature of Director of Technology: