



ITS Account Cancellation Form

<input type="checkbox"/> Network <input type="checkbox"/> Email/Outlook <input type="checkbox"/> VOIP <input type="checkbox"/> Colleague <input type="checkbox"/> Informer <input type="checkbox"/> Doc e Scan <input type="checkbox"/> Remote Access	Effective Date:
---	-----------------

Employee ID#	Last Name: First Name: Middle Initial:
Title:	Department:
Building Location:	Room Number:
Phone Number:	Extension:

Have you ever taught a course using Sakai or Canvas at Durham Tech or are you a current student? Yes No
 Will you continue to work at Durham Tech in another capacity? Yes No

Phone forwarded to:	End date:
Current voice mail forwarded to:	All future employees that use this extension will receive a new voice mailbox. This one will be erased at this time.
Email forwarded to:	End date:
Contents of Computer Hard Drive and/or H Drive Transferred to:	

Approval Chart

Position	Name	Signature	Date
Immediate Supervisor			
ITS Executive Director	Jason Mayer		

For ITS Use Only

Username:	Email Address:
Canvas Administrator:	Date:
Network Administrator:	Date:
VOIP/Outlook Administrator:	Date:
Informer/Docescan Administrator:	Date:
System Administrator:	Date:
Desktop Support Specialist:	Date:
Remote Access Administrator:	Date: