



ITS Account Cancellation Form

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|---|-----------------|
| <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 <input type="checkbox"/> OneDrive | 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 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

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|---|--|
| 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 H:\ Drive Transferred to: | |
| Contents of Computer Hard Drive Transferred to: | |
| Contents of OneDrive Transferred to: | |

Approval Chart

| Position | Name | Signature | Date |
|------------------------|-------------|-----------|------|
| Immediate Supervisor | | | |
| ITS Executive Director | Jason Mayer | | |

For ITS Use Only

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| Username: | Email Address: |
| Canvas Administrator: | Date: |
| Network/VOIP Administrator: | Date: |
| Office 365 Administrator: | Date: |
| Informer/Docescan Administrator: | Date: |
| Colleague Administrator: | Date: |
| Technology Support Specialist: | Date: |
| Remote Access Administrator: | Date: |