



Procedure Number: CS 402
Procedure Title: Revoke Account Access Request
Relevant Board Policy: C.1.9
Relevant SACSCOC Principle:
Originating Unit: Information Technology
Maintenance Unit:
Contact for Interpretation: Vice President of College Services

- I. Purpose/Definition(s): This procedure is to provide a guideline of actions that should be taken when an employee separates from Northeast Lakeview College or transfers to a different department and a supervisor wishes to have account access revoked for the employee.
- II. Procedure statement:
 - A. A **Revoke Account Access** form should be completed and returned to the Information Technology department.
 1. The form can be found in the Form section of the NLC Information Technology Sharepoint page or by accessing the following link: <http://share.alamo.edu/nlc/cs/Shared%20Documents/NLC%20-%20Revoke%20Access%20-%200070218.pdf>
 - B. Completed forms should be emailed to the Help Desk (nlc-helpdesk@alamo.edu) or dropped off at the Technology Service Center (NLIB306).
 - C. All requests will take a minimum of two business days before processed.
 1. If immediate removal of privileges is required, please contact the Information Technology department.

Attachment:

Originator:

Date Approved:

Last Updated:

Approved: _____

Title:



REVOKING ACCOUNT ACCESS /PRIVELEGES

This form is provided as a guideline of actions that must be taken when an employee separates from Northeast Lakeview College or transfers to a different department. **Drop off the form at NLIB 306 or E-mail to nlc-helpdesk@alamo.edu.**
Please contact the Information Technologies Office 486-5777 if you require and immediate removal of privileges.

Employee Name:

Last (PLEASE PRINT) First (PLEASE PRINT) M.I.

Department:

Building / RM#: Telephone:

ACES E-Mail: DATE of Separation:

Ticket Number:

- Faculty Staff Work Study Student Part-Time Temp

(Once employee information is entered on this form, it becomes a confidential department document.)

Supervisor Authorization

Supervisor Name: (Please Print)

Supervisor Signature: Date:

Type of Access

Check all of the items that apply. Please list any additional access the employee may have, in the blank spaces provided.

	Item	Contracts	Completed
	Network access	Coordinator of College Technology	
	Alamo Share access	Coordinator of College Technology	
	WCMS Share access	Coordinator of College Technology	
	VPN access	Coordinator of College Technology	
	Xerox/Equitrac access	Coordinator of College Technology	
	Digital Signage/Wayfinding access	Director of Information Technologies	
	Voice over IP (VOIP)	Coordinator of College Technology	
	FootPrints Self Service access	Coordinator of College Technology	
	Instructure Canvas	Coordinator of College Technology	
	Exchange distribution lists	Coordinator of College Technology	



	ACES Email access	Coordinator of College Technology	
	BANNER access	Coordinator of College Technology	
	Survey Point	Coordinator of College Technology	
	Who's Next	Coordinator of College Technology	
	Stopwatch	Coordinator of College Technology	
	Removable media returned (Flash Drive, Portable Hard Drive, CD/DVD)	Coordinator of College Technology	
	Home directory archived (Copy provided to employee)	Coordinator of College Technology	
	Equipment returned to Coordinator of College Technology	Coordinator of College Technology	
	Asset paperwork closed out (Property Loan Form, Off Campus Property Form, and the Property Transfer Form)	Coordinator of College Technology	
	Microsoft Exchange – Shared Calendar Access	Shared Calendar Owner	