

CLOSE NETWORK ACCOUNT REQUEST FORM v.3.3

Return completed form to the Forestry Helpdesk (Peavy 222)

Contact Terralyn Vandetta at: Network.Billing@oregonstate.edu if you have questions about your billing statement. Please print clearly.

USER INFORMATION

TODAY'S DATE: _____ DATE ACCOUNT SHOULD BE CLOSED: _____

Full Name: _____ Phone: _____

Request e-mail forwarding? (check one) No Yes If yes, forwarding email address: _____

ACCOUNT(S) TO CLOSE

ALL PC UNIX USFS Web FTP

Closing both your PC and UNIX accounts closes your web account

If PC account is closed, Exchange e-mail account is closed

SUN Account Type (check one): Public Private

If private, location of home directory (machine, disk): _____

I request that my network and/or e-mail accounts are closed. I understand that there is no guarantee that deleted files can be recovered and that it is my responsibility to make a copy of my files and/or mail messages before my account(s) are closed. I understand that my account will be closed when this form is submitted.

User's Signature: _____

Supervisor and Responsible party's signature (below) are **REQUIRED to close account*

BILLING INFORMATION

Project Leader/Supervisor/Major Professor: _____ Phone: _____
Print Clearly

Project (if applicable): _____

I certify that I have checked with all concerned people and that any computer files remaining in this user's network space will be deleted immediately. I understand that there is no guarantee that deleted files can be recovered and that it is my responsibility to make a copy of these files before the account is closed.

Will this person continue to be employed by the College of Forestry? No Yes (See reverse for explanation)

Immediate Supervisor's Authorizing Signature: _____
(This person will be notified when the account is closed)

Project Leader's Authorizing Signature: _____
(This is the person who pays for the user's network charges)

Office Use Only: Date Received: _____

PC UID: _____ Home Dir: _____ Date Closed: _____ Closed by: _____

Date mail forward expires _____

Web UID: _____ Home Dir: _____ Date Closed: _____ Closed by: _____

SunUID: _____ Home Dir: _____ Date Closed: _____ Closed by: _____

IBMUID: _____ Home Dir: _____ Date Closed: _____ Closed by: _____

Additional Notes:

*Route to: Network Admin or Helpdesk Mgr then to Billing Manager

Stamp Date
Received Here

For security reasons it is important that computer accounts are closed in a timely manner. If Forestry Computing Resources is not made aware that a person has left, and if all accounts associated with that individual remain open, unauthorized activity in the accounts may go undetected. Intruders try to find idle accounts, so that their activities go unnoticed by the owner of the account. You are responsible for all activity in your account, whether or not you were using the account. **DO NOT SHARE PASSWORDS!**

Charges for network accounts will be discontinued **ONLY** when this form has been signed by all responsible parties and received by Forestry Computing Resources (via the helpdesk). If requested, email will be forwarded for up to six months.

Explanation of employment question:

The College of Forestry maintains a personnel database, accessed through departmental directories. If the employee needs to remain in this directory, please check yes.