ITS

CLPCCD Information Technology Services
3000 Campus Hill Drive, Livermore, CA 94551, Bldg. 1900

Request to Revoke Access to Administrative Systems

Complete and return this page to Katherine Tollefsen, c/o ITS.

To be completed by the responsible manager: *(Please Print)*

Please revoke access
to the following systems for _____ / / _____
Employee First Name *M.I.* *Last Name*

_____
Employee Title (Formal Title from Board Appointment)

_____
Employee's Dept (ie. Counseling, EOPS, A&R, etc.)

	(ITS use only)
☐ All Systems	*Completed by ITS on (date)_____ by_____*
☐ Banner Student System	*Completed by ITS on (date)_____ by_____*
☐ Banner Finance System	*Completed by ITS on (date)_____ by_____*
☐ Banner Human Resources System	*Completed by ITS on (date)_____ by_____*
☐ Banner Financial Aid System	*Completed by ITS on (date)_____ by_____*
☐ IBM Account	*Completed by ITS on (date)_____ by_____*
☐ Electronic Mail	*Completed by ITS on (date)_____ by_____*

Revoke access effective:

☐ Immediately

☐ As of: _____

Authorization:

_____ _____
Manager Signature *Date*

_____ _____
Department / Site *Manager Phone #*

Revised 5/10/10

Importance: The District's Auditors require that computer privileges be revoked promptly at the close of employment. As part of the termination and exit interview process, managers are responsible to notify ITS in a timely fashion. Revoking District computer privileges is the electronic analog of "turning in the keys".

Notes: Managers, please contact ITS immediately by phone if there is an urgent need to terminate employee access:
Computer Operations Supervisor: (925) 424-1745
Network Manager: (925) 424-1723

Unless you specifically request some other action, all E-mail and files in the above employee's local area network account will be deleted.