

# Technology Access Change Form

Bear ID: \_\_\_\_\_ Baylor ID Number: \_\_\_\_\_

Are you separating from the university **or** transferring to another department?

Separation      Transfer      Date of separation/transfer: \_\_\_\_\_

Department: \_\_\_\_\_

If transfer, new department: \_\_\_\_\_

Baylor University ITID of current computer: \_\_\_\_\_

*(The BU ITID is the number found on the Baylor barcode sticker, usually located on the tower on a desktop machine, and on the bottom of laptops. Call X4357 for assistance if necessary.)*

Name of person assuming your responsibilities (if known): \_\_\_\_\_

Do you have a TRAX account?    Yes    No    Username: \_\_\_\_\_

Do you have a Banner account?    Yes    No    Username: \_\_\_\_\_

Please check any other systems to which you have access:

Bearhaus	iApply - Employment Application System
BearQuest	Khalix
Bearspace	NolijWeb/NolijTransfer
Blackboard	RemoteControl
ChairSIS	Unified Advising System
CMS	Web for Employees timecard approver
CSGold	WebCard Center
DevNet	

**Note:** Please make a copy of your private files and delete them from your computer. (Call ITS, X4357 for assistance if necessary.)

I give my permission for my successor to have administrator rights to the computer named above. I realize that by doing this, my successor will have full access to all files left on this computer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

See Technology Systems Usage Policy: <http://www.baylor.edu/content/services/document.php?id=39239>