

Technology Access Change Form

Bear ID: _____ Baylor ID Number: _____

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

Separation Transfer Retirement 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): _____

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

Email Information:

- Staff email accounts will be deactivated at 11:59 PM on your last day of employment. Staff members need to make arrangements to transfer personal contacts or emails prior to deactivation.
- Faculty email accounts may remain active for up to 8 months after your last day of employment.
- Individuals involuntarily separated from the University will lose access immediately.
- Former Baylor students may be eligible for an alumni email address and should contact ITS for information regarding access to an alumni account.
- Email accounts for retirees currently remain active for an indefinite period.
- This email benefit and process may be subject to re-evaluation, modification, and termination by the University, in its sole discretion, in the future.

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>

To submit electronically: Please fill in the form fields and signature box, save the completed form, and email to askHR@baylor.edu.
To submit a completed paper form: Mail to Human Resources, One Bear Place #97053, Waco, TX 76798 or Fax to 254.710.3819.