

Employee Email Access Request Form

Select a reason why you are requesting Employee Email access: *Effective Date _____

Extended leave Retirement Resignation Termination Other: _____

Employee's FlashLine Username: _____ Full Name: _____

Attention: If the employee requires access to personal or academic email after their separation date, supervisor should make arrangements to forward those specific emails to the individual. Under no circumstances, should Kent State business related emails be provided to a person no longer employed by the university unless provided exception by the VP of Division of Information Technology and CIO.

This user is a current student, alumni, or retiring employee, please issue a new @kent.edu email address and FlashLine username to the employee

How would you like the departing employee's email account managed going forward?

1. **Provide read-only access to another user to access this information.**

Provide access to this FlashLine Username: _____

Start date: _____ End date: _____

2. **Forward emails to (FlashLine Username):** _____

3. **Create a copy (.pst) of the employee's Exchange files for the department to access.**

Flashline Username for Delivery: _____

AUTHORIZATION:

This request MUST be authorized by the employee's direct supervisor and department head. Complete this form and email it to Information Technology, Security and Access Management: AMGroup_DCO@kent.edu

Requestor's Name _____ Requestor's User Name _____

Supervisor Name (if different than requestor) _____ Signature _____ Date _____

Department Name _____

Department Head Name _____ Signature _____ Date _____

**** Please allow 15 business days, from effective date for this form to be processed. NOTE: This Request form applies to email only and CANNOT be used as the sole notification of people leaving employment.**

INTERNAL Processing Section (DO NOT FILL IN BELOW)

	Name	Date
Received By:		
Processors:		
New Email address issued:		
Other notes:		