

Request for Third Party E-mail Access

*Effective Date _____

This form should be used when an employee of Kent State University is on extended leave from the University and a third party (e.g. the employee's supervisor) requires access to the contents of their email account **OR** when the account holder is terminating employment with the University and either the account holder or their department requires access to the contents of their email account.

DEPARTMENT REQUEST:

- The employee is out of the office and unavailable to provide authorization for a third-party to access e-mails, calendar items, contacts, and /or tasks in their Exchange account. Provide read-only access to another user or users(s) to access this information.

Provide access to (Flashline User name): _____

Revoke date if sooner than 30 days: _____

Note: An e-mail will be sent to the employee advising him or her of the third-party access. Third party access will automatically be revoked after 30 days. To extend access, a new form must be submitted; to revoke access sooner, contact the Helpdesk or submit an updated form.

- The employee's e-mail address is crucial to on-going departmental business.

- Issue a new @kent.edu e-mail address and Flashline user name to the employee, and forward emails addressed to the original address to a "forward-to" mailbox.

Forward e-mails to (Flashline User name): _____

New @kent.edu email address _____ (internal use only)

Note: Only Active students, faculty, alumni and retiring employees are entitled to keep email when separating from the university.

- The employee's Exchange account contains e-mails, calendar items, contacts, and/or task lists that are crucial to on-going departmental business. Create a copy (.pst) of the employee's files for the department to access.

Flashline User name for Delivery: _____

EMPLOYEE REQUEST:

- The employee is retiring from the university and wishes to retain their @kent.edu email address. Assign a Gmail account and take the following action (**choose one**):

- Create a copy (.pst) of the employee's files be provided to the employee
 Migrate the employee's files to Gmail

- The employee is a student currently enrolled or actively pursuing a degree or an alumnus who received a degree from Kent State University. Assign a Gmail account and take the following action (**choose one**):

- Create a copy (.pst) of the employee's files to be provided to the employee.
 Migrate the employee's files to Gmail

- The employee will no longer be employed by the university and wishes to have a copy of emails, calendar items, contacts and/or task lists. Create a copy (.pst) of the employee's files to be provided to the employee.

Supervisors email: _____

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 at amgroup_dco@kent.edu.

Employee's Full Name _____ Employee's username _____

Supervisor Name _____ Signature _____ Date _____

Department Name _____

Department Head Name _____ Signature _____ Date _____

*****It can take several days for changes to take effect and to migrate mail contents from one server to another. Please allow 10 business days, from effective date for this process. Forwards are implemented on the same day requested of the effective day (or day received). NOTE: 3rd Party Email Access form applies to email only and CANNOT be used as the sole notification of people leaving employment.***