

Add/Remove Department Employee

Employee: First Name _____ Last Name _____

Department _____ Phone Number _____

Address _____ Room Number _____

I would like to Add ___ Remove ___ (Please check the appropriate)

Distribution lists this individual should be added to or removed from.

If removing, are there any special instructions regarding e-mail forwarding or file redistribution:

List any Financial Services Applications they will need to have added/removed:

Requestors Name: _____ Date _____

eUMB access and security is managed by CITS.

Microsystems use only:

CAMPUS account created: ___ E-mail Created: ___ Personal Storage Created: ___

Desktop Configured: ___ Permissions set: ___ Special applications accounts created: ___
