



American  
Jewish  
University

## Campus Technology Separation Form

Employee Name: \_\_\_\_\_

Last Day of Work: \_\_\_\_\_

### Workstation:

When should the employee's password change (this will prevent employee's access to their workstation and email):  
\_\_\_\_\_

Who should have access to the local files on the employee's workstation: \_\_\_\_\_

### Phones:

When should the employee's voicemail pin number be changed: \_\_\_\_\_

Should the voicemail greeting be changed: \_\_\_\_\_

Who should technology provide access to the employee's voicemail box: \_\_\_\_\_

### Email:

Should the employee's email be forwarded? If so, to whom: \_\_\_\_\_

When should the employee's email be deactivated: \_\_\_\_\_

Should emails be archived or transferred? If so, to whom: \_\_\_\_\_

### Other Accounts:

- CAMS/Portal    Moodle    EMS    Raiser's Edge    Pro-Class    Shopkeeper    Email List Mgmt  
 Product Service Tracking    Help Desk    Vendini

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President, Finance & Administration: \_\_\_\_\_ Date: \_\_\_\_\_

---

CTD Internal Use:

Request received on: \_\_\_\_\_ Completed on: \_\_\_\_\_ Technician: \_\_\_\_\_