



**REED COLLEGE**

**COMPUTING & INFORMATION SERVICES**

*Please complete, sign, and deliver  
prior to staff departure to:  
CIS Administration Office • ETC 326*

## **Administrative Staff Departure Telephone/Computer Account Instructions**

Staff member's name: \_\_\_\_\_ Reed ID \_\_\_\_\_

Department: \_\_\_\_\_ Tel. Ext. \_\_\_\_\_

Changes should be made:     Immediately     At (date/time) \_\_\_\_\_

On the specified date, OneCard privileges and access to all computing accounts will be terminated, voicemail forwarding will begin, and new auto-reply messages will be set. Email auto-reply messages will persist 30 days from the date of departure. Please complete §1, §2 and §4 below. To include any special instructions, please see §3.

### **§1 VOICEMAIL/EXTENSION**

All calls should be forwarded to: \_\_\_\_\_ ext. \_\_\_\_\_  
*name* *extension*

- Preserve messages and greetings but reset passcode
- Clear all messages and greetings and reset passcode
- Reserve this extension for future employee in this position

### **§2 EMAIL**

Email vacation message will also be changed to indicate that the employee is no longer at Reed College and that business-related messages should be re-sent to : \_\_\_\_\_  
*email*

### **§3 SPECIAL INSTRUCTIONS:**

Special *Voicemail or Extension* instructions: \_\_\_\_\_  
\_\_\_\_\_

Special *Email* message or instructions: \_\_\_\_\_  
\_\_\_\_\_

Special *OneCard* instructions: \_\_\_\_\_  
\_\_\_\_\_

Special *Computer Account* instructions: \_\_\_\_\_  
\_\_\_\_\_

**§4 AUTHORIZATION**

\_\_\_\_\_  
*Immediate supervisor (printed name)*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*(signature)*

**For CIS Use Only**

**Account Action Checklist**

**Service(s)**

**Terminated**

**Notes**

- Voicemail \_\_\_\_\_
- Email \_\_\_\_\_
- OneCard \_\_\_\_\_
- Meeting Maker \_\_\_\_\_
- Admin File Server \_\_\_\_\_
- Banner/Datamart \_\_\_\_\_
- Banner Self-Service \_\_\_\_\_
- Argos \_\_\_\_\_
- Admin Unix Host \_\_\_\_\_
- Other Host \_\_\_\_\_
- Retrospect \_\_\_\_\_
- IRIS \_\_\_\_\_
- EMS \_\_\_\_\_
- Other \_\_\_\_\_

**Processed by:**

\_\_\_\_\_  
*CIS Administration*

\_\_\_\_\_  
*date/time*

\_\_\_\_\_  
*Administrative Computing Services or Computer User Services*

\_\_\_\_\_  
*date/time*

\_\_\_\_\_  
*Technology Infrastructure Services*

\_\_\_\_\_  
*date/time*

**WHEN THE ACCOUNT ACTION CHECKLIST IS COMPLETE,  
PLEASE RETURN THIS FORM PROMPTLY TO THE CIS SECRETARY.**