Departing User Request Form

Please complete the information below when removing an employee or adjusting their user rights. Upon completion, please email the form to support@just-it-solutions.com and allow 1 business day for the account to be adjusted or disabled. Please fill out this form as completely as possible. Missing or incomplete information may result in delays removing the user. If you have any questions, please contact a Just IT Solutions Support representative.

Items marked with an "*" are required.

*Company Name:	*Office Location:
*First Name:	*Last Name:
*Job Title:	*Effective Date/Time:
Is the employee aware of this impending separation? Yes No	*Is this separation temporary? Yes No
	If yes, how long?
*Will another user use this workstation?	What would you like to do with the employee's documents?

Close Existing Employee Account	Remove Specific User Privileges

Removal of Applications & Services

Email Account License	Yes No
Remote Access	Yes No
Mailing list(s) / Distribution Group(s)	

Comments / Custom Instructions

E-mail Account Options
Please select what should be done with the data in the user mailbox:

Forward new email only to:
Provide access to user's past emails and forward all new email to:

*Requested By:		Date Requested:	
*Approved By:		Date Approved:	

- To Be Completed By A Just IT Solutions Administrator -

	Username	Account Disabled?	Password Changed?
Windows Credentials			
E-mail Address			
Disabled Just IT Solutions Email Security:	Yes No	Disabled contact(s) in CW Yes No	
Disabled File Sync & Share: Yes No		Sent ticket to AM: Yes No	
Engineer:		Ticket #	Date Completed: