



Account Termination Policy

Purpose

This policy provides guidelines for end users to request for an account to be disabled or deleted from the network. The goal of this policy is

1. To mitigate the risk associated with unauthorized users;
2. To minimize disruption to the business, IT department and end users;
3. To maintain consistent expectations.

The Account Termination Request Form <http://webforms.fvsu.edu/hrcf/> must be used for the termination of network or email accounts:

Audience

This policy applies to all local and remote employees, management, contractors and any other parties who rely on access to FVSU's IT systems.

Responsibilities

Management must ensure that their direct reports understand the scope and implications of this policy and make a copy readily available.

All termination requests must be submitted to the HR department through an email requesting that an account be terminated. At this point the HR submits the request to the IT department through the web form <http://webforms.fvsu.edu/hrcf/>. Once the request has been made through the web form ten other departments as well as IT are notified via email that action may be needed from them to terminate an employee. Below is a full list of all departments.

- AP Audit
- Auxillary & Support Services
- Blackboard Vista
- Cashier
- IT Network
- IT People Soft/Banner
- Library
- Plant Operations
- Purchasing
- Registrar



All account requests for termination must be submitted a minimum of two business days in advance of the requested action date. However, to ensure that your preferred action date can be met, it is recommended that you submit your request as far in advance as possible.

While all approved account termination requests will be carried out in as timely a manner as possible, they may be delayed in the event of an IT-related problem or emergency.

In the event of an emergency request, advance notification is not required. These will be handled on a case-by case basis. Details of the actual execution of the request will be forwarded to the request contact within 4 hours of receipt of the request.

Management

Ownership of this policy falls to the CIO. For any questions about this policy and the related request form <http://webforms.fvsu.edu/csarf/> please contact him at (478) 825-6228.

Review

Management is responsible for keeping this policy current. This policy will be reviewed annually or as circumstances arise.