

CHANGE/CANCELLATION FORM FOR UCOP IT SERVICES

For assistance, contact Technology Service Desk at TechDesk@ucop.edu. Requests normally will be completed within two working days after the form is received.

Send to: UCOP Human Resources
 300 Lakeside Dr, 6th Floor
 Oakland, CA 94612-3557
 Fax: (510) 217-9160
 Email: AccessForms-L@listserv.ucop.edu

NAME OF PERSON COMPLETING FORM:

DATE SUBMITTED:

EMPLOYEE INFORMATION:

Name:	Employee ID No.:
Phone No.:	Cust ID No.: (From your billing report)
AD User Name:	E-mail Address: (e.g., Tom Jones is tom.jones@ucop.edu)

CHANGE/CANCELLATION REQUESTED:

EFFECTIVE DATE:

1.	<input type="checkbox"/>	Cancel Account <i>Is this a separation from UCOP?</i>	Yes	No <i>(If "No," complete section #4)</i>
<i>NOTE: All files will be deleted and all tapes scratched.</i>				
2.	<input type="checkbox"/>	Change <u>User Name</u> under which Account Exists:		
		Former Name: _____ (Print)	User's initials: _____	(3 letters)
		New Name: _____ (Print)	User's initials: _____	(3 letters)
3.	<input type="checkbox"/>	Change Access to <u>Services</u> :	Delete Access	Provide Access
		E-mail / Calendar	<input type="checkbox"/>	<input type="checkbox"/>
		Desktop Backup	<input type="checkbox"/>	<input type="checkbox"/>
		Required: Computer Node Name: _____		
		Time/Interval: _____		
		Operating System: _____		
		(PC Coordinators can provide this information.)		
THESE SERVICES REQUIRE AUTHORIZATION FROM THE DEPARTMENT MANAGER.				
		BlackBerry Server Access (Required for BlackBerry device users)	<input type="checkbox"/>	<input type="checkbox"/>
		Secure Remote Access (VPN) – for Authorized Users Only	<input type="checkbox"/>	<input type="checkbox"/>

