



**Information Technology Department
Account Termination Application**

This application is for Faculty and Staff only. You must fill in all fields below and attach this document to your Work Order and you can send an email to helpdesk@sunymaritime.edu with this application attached. Account termination will take place based on this application only.

ACCOUNT INFORMATION

Full Name:

First

Last

M.I.

Department:

Title:

Phone:

Termination Date:

SELECT CHOICES BELOW:

Terminate User Account?

YES NO

Delete H: Drive (Home Drive) Data?

YES NO

Reclaim Home Drive Data?

YES NO

Terminate Email Account?

YES NO

Terminate Blackboard Access ID Card?

YES NO

Terminate Banner System Access?

YES NO

- ✓ Reclaimed data is stored for 30 days only.
- ✓ Without reclaim request all data are deleted.
- ✓ Reclaimed data is only released to Department Chair/Director

Additional Request or Comment:

DEPARTMENT APPROVAL

DEPARTMENT CHAIR/DIRECTOR

Full Name:

First

Last

Department:

Phone:

Email: