Technology Access Acknowledgement Form

Bear ID: _____ Baylor ID Number: _____

Department: _____

Baylor Policy BUPP- 025 sets forth the appropriate and inappropriate uses of Baylor technical resources. More information can be found within the *Technology Systems Usage Policy:*

http://www.baylor.edu/content/services/document.php?id=39239

Email Account Information:

- Staff email accounts will be deactivated at the close on your last day of employment.
  - Staff members need to make arrangements to transfer personal contacts or emails prior to deactivation.
- Faculty email accounts may remain active for up to 8 months after your last day of employment.
- Staff and Faculty members who are involuntarily separated from the University will lose access immediately.
- Former Baylor students may be eligible for an alumni email address and should contact ITS for information regarding access to an alumni account.
- Email accounts for retirees currently remain active for an indefinite period.

These email benefits and processes may be subject to re-evaluation, modification, and termination by the University, in its sole discretion, in the future.

Note: Upon transfer or separation make a copy of your personal files and delete them from your computer. *(Call ITS, X4357 for assistance if necessary.)*

I give my permission for my successor to have administrator rights to the computer assigned to me. I realize that by doing this, my successor will have full access to all files left on this computer.

_____   _____
Signature   Date

To submit electronically: Please fill in the form fields and signature box, save the completed form, and email to askHR@baylor.edu.
To submit a completed paper form: Mail to Human Resources, One Bear Place #97053, Waco, TX 76798 or Fax to 254.710.3819.