

Graduate Student Access to ECpE Facilities

Students – Complete this form if you are no longer going to be on site at ISU.

Supervisors – Complete this form if you are requesting a change of facility access for your student

Name: _____

Last day on campus: _____

Reason for leaving:

- | | |
|---|--|
| <input type="radio"/> Accepted other employment | <input type="radio"/> Personal |
| <input type="radio"/> Internship | <input type="radio"/> Non-competitive salary |
| <input type="radio"/> Graduation (Date: _____) | <input type="radio"/> Other: _____ |
| <input type="radio"/> Military service | |

Comments (include your anticipated return date if this is a temporary leave of absence from ISU):

Forwarding address: _____

Employee's signature

Supervisor's signature

Date

UID

Date

Return to HR Liaison in ECpE Main Office

- _____ **EQUIPMENT:** Account for and verify the return of university equipment; Confirm with any department inventory sheets maintained in the Main Office or employing unit
- _____ **KEYS:** Collect and return keys to departmental key coordinator to return to Facilities Planning and Management
 - _____ Notify FP&M Building Access Services to deactivate the building access card (if applicable) using online process at <https://www.fpm.iastate.edu/buildingsecurity/coordinators/login.asp>
 - _____ Notify csg@iastate.edu to deactivate the room access (prox/swipe, if applicable)
- _____ **IT:** Contact appropriate IT area(s) (e.g., College IT officer (Jason Shuck, jshuck@iastate.edu), ATS (ats@iastate.edu), AIT, etc.) to remove computer access where appropriate
 - _____ Contact appropriate department staff person to expire access to File and Print server(s), other departmental server(s), and expire Outlook e-mail account
 - _____ Complete the [ATS Request](#) Form to remove services, such as ADIN, MS Query (RACF), ATS Outlook e-mail account (online at <http://www.it.iastate.edu/forms/administrative/access.html>)
 - _____ Contact the Registrar's Office (294-0761) for removal of Access Plus departmental, adviser, or instructor access