

## Security Access Deletion Form

If an employee has separated from the University or has relocated to a new position, applicable security access must be deleted for the employee. Please use this form to indicate all security access that must be deleted.

Delete Access for Employee (Print/Type Name)	Employee ID	Date
Department	Signature of Department Official	

Delete access for the following (mark all that apply):

- |  |  |                                   |
|--|--|-----------------------------------|
| <input type="checkbox"/> PeopleSoft/Student Records  | <input type="checkbox"/> E-Grading                   | <input type="checkbox"/> MARS-WEB |
| <input type="checkbox"/> CIS Student Administration Access<br>(Class rolls, picture rosters, etc.) | <input type="checkbox"/> Student Records Web Reports | <input type="checkbox"/> DARS     |

**Comments/Additional Information**

<b>FOR REGISTRAR'S OFFICE USE ONLY</b>	
ACS Administrator	Date
Student Systems Administrator	Date
DARS Security Administrator	Date
Data Steward	Date