



# The University of Utah Security Access Deletion Form

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## Instructions

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.

### Employee Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ uNID: \_\_\_\_\_

Campus Email: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
(MM/DD/YYYY)

### Department Official's Information:

First & Last Name: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
(MM/DD/YYYY)

\_\_\_\_\_  
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"/> OnBase |
| <input type="checkbox"/> Student Records Web Reports                                      | <input type="checkbox"/> MARS-WEB            |                                 |
| <input type="checkbox"/> CIS Class Tools Security<br>(Class Rolls, Picture Rosters, Etc.) | <input type="checkbox"/> My Degree Dashboard |                                 |

Comments/Additional Information:

### Office Use Only

FERPA Date: \_\_\_\_\_  
(MM/DD/YYYY)

Signature: Data Steward \_\_\_\_\_ Date: \_\_\_\_\_  
(MM/DD/YYYY)

Signature: Application Security \_\_\_\_\_ Date: \_\_\_\_\_  
(MM/DD/YYYY)