

ITS Account Cancellation Form

- Network
- E mail/Outlook
- VOIP
- Colleague Informer
- Doc e Scan
- R g"

	Last Name: First Name: Middle Initial:
Title:	Department
BuildingLocation	Room Number
Phone Number	Extension

Have you ever taught a course using Canvas at Durham Tech or are you a current student? Yes No
 Will you continue to work at Durham Tech in another capacity? Yes No

Phone forwarded to:	Enddate:
Current voice mail forwarded to:	All future employees that use this extension will receive a new voice mailbox. This one will be erased at this time.
Email forwarded to:	End date:
Contents of H Drive Transferred to:	
Contents of Computer Hard Drive Transferred to:	
Contents of OneDrive Transferred to:	

Approval Chart

Position	Name	Signature	Date
Immediate Supervisor			
ITS Executive Director	Jason Mayer		

For ITS Use Only

Username: