ALAMO COLLEGES
SAN ANTONIO COLLEGE

San Antonio College
Office of Technology Services

REVOKING ACCOUNT ACCESS /PRIVELEGES

This form is provided as a guideline of actions that must be taken when an employee separates from San Antonio College or transfers to a different department. Please **contact the college helpdesk at 486-0777 to receive a Ticket number before filling out this form.** Then, drop off the form at **MLC 716 or Fax to 486-9002.**
Note: All requests will take a minimum of two business days before access is revoked. Please contact the Office of Technology Services at 486-0777 if you require and immediate removal of privileges.

Departing Employee Name:

Last *First* *M.I.*

Department:

Building / RM#: **Telephone:**

ACES E-mail Address:

Ticket Number:

☐ Faculty ☐ Staff ☐ Work Study/Other _____

Is the departing employee, currently enrolled at San Antonio College? YES: ☐ **NO:** ☐

(Once employee information is entered on this form, it becomes a confidential department document.)

Supervisor Authorization

Supervisor Name: (Please Print)

Supervisor Signature: **Date:**

Type of Access

Check all of the items that apply. Please list any additional access the employee may have, in the blank spaces provided.

Item	✓	Item	✓
1. ACES Email		10. Digital Documents	
2. Network Access (Active Directory)		11. San Antonio College Data Warehouse	
3. Web Hosting Privileges		12. Lab Manager	
4. VPN Access		13. Track- It Self Service and Password Reset	
5. VOIP Directory		14.	
6. Blackboard Vista		15.	
7. Survey Point		16.	
8. Shared Calendars (Microsoft Exchange)		17.	
9. Who's Next		18.	

For OTS Use Only
Completed By: _____ Date: _____
Comments: