

Request for Access to a University at Albany Personal Account Subsequent to Termination, Departure, Transfer, or Death

Who needs to submit this form:

Individuals seeking access to the contents of a personal account,¹ following the termination, transfer, departure, or death of the University employee or student to whom the account was issued, must fill out and submit this form.

Contact Information

First Name: _____ Last Name: _____
Street Address: _____ Apt.: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____
Email: _____

Account Holder's Information

First Name: _____ Last Name: _____
NetID: _____ Affiliation: Faculty Student Staff
Type of Account (Circle all that apply): Unix Windows
Title/Position: _____
Date Last Affiliated with the University or Department: _____

Relationship to Account Holder

Please describe your relationship to the employee or student to whom the account was assigned.

Content Description

Please describe as accurately as possible the nature of the content that you are seeking, including the file name(s) and directory path(s), if known.

Reason for Requesting Access

Please explain why you believe you should have access to the information described above.

Signature

Date

SUPERVISOR SIGNATURE

Consult with Dean or Vice President to determine if supervisor signature is required.

I certify that the above employee or individual requires access to a University (circle as appropriate) /employee/ /student/ information account in order perform duties necessary to the employee's job.

Signature

Department Title

Date

¹ Accounts issued by the University at Albany to specific individuals for the purpose of conducting daily operations.

OFFICE OF LEGAL COUNSEL REVIEW

Request for access to the account of _____, on the part of _____
is

Approved/Denied.

SPECIAL INSTRUCTIONS OR CONDITIONS

Access to the personal account, if granted, is subject to the following special instructions or conditions, in addition to those of the Personal Account Access and Compliance Agreement.

Signature

Title

Date