

# Checkout Sheet

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

CVM USERNAME: \_\_\_\_\_

Full Name (Please print clearly) \_\_\_\_\_

Official Last Day: \_\_\_\_\_

## E-MAIL

E-mail account will not be accessible after your last day of work here. You may have e-mail forwarded for 30 days if you would like. Please **choose one** of the options below.

I would like my e-mail forwarded to the following e-mail address for 30 days

\_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_

I would like to forward my e-mail for 30 days, but I need to set up an e-mail account. I will call Steve Waldron (313-0233) or DeAnna Jacklovich (313-0235) within 5 days of today's date with that information. I understand that if I do not call within 5 days account will be removed and my e-mail will not be recovered.

I do not need my e-mail forwarded for 30 days – you may delete my account the day after my official last day.

## Network

Please read the following information and initial to acknowledge that you understand what will happen with any information you have on the network.

\_\_\_\_\_ I know my network account will not be accessible beginning the day after my official last day.

\_\_\_\_\_ I know that if I need anything backed up for me from my computer or the network I can call 532-4725 for assistance before I leave.

\_\_\_\_\_ I will remove any personal files off the network and my computer before my official last day and I understand that any personal files may be deleted after my official last day.

\_\_\_\_\_ I understand that anything left on my work computer or on the network could potentially be used by someone else here at the college after I leave. I know that I need to make arrangements with computer support @ 532-4725 if I need to have my work computer files erased when I leave.

\_\_\_\_\_ If I requested e-mail forwarding, I understand that only new e-mail will be forwarded and any old messages dated before my last day of employment will be permanently deleted. I will backup, print out, or forward anything that I wish to keep before my official last day.

## Main Campus

Please read the following information and initial to acknowledge that you understand what will happen with any email and files you have on the Main Campus servers.

\_\_\_\_\_ I have been advised to forward @ksu.edu e-mail to another address, unsubscribe from mailing lists, copy personal web pages and email folders. Edit eprofile settings at [www.eid.k-state.edu](http://www.eid.k-state.edu) and visit Leaving K-State at <http://www.ksu.edu/infotech/leaving/>

\_\_\_\_\_ I have been advised about access to K-State resources ending at separation including: "All electronic data solely controlled and owned by my eID stored on central servers will be deleted 180 days after eligibility to access this data ceases."

**Signature:** \_\_\_\_\_