Checkout Sheet

Today's Date ____/_____/_____   **CVM USERNAME**:_____

Full Name (Please print clearly) _____

Official Last Day: _____

E-MAIL
E-mail account will not be accessible 30 days after your official last day. After 30 days your account will be deleted. Please **choose one** of the options below.

☐   I would like to continue to access my e-mail for 30 days

☐   I do not need my e-mail any longer – 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 realize that the data on my computer and on the network may be accessed/used by my department after my departure. 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.

_____Remove software on your personal computer that was received under a Kansas State University site license or volume-purchase agreement, including but not limited to the following list:
- Switch to another antivirus program
- Remove software obtained through site licenses including Microsoft Office.
- Remove course-related software received through your department.
- Give access to other users for any sharepoint work-related files
- Check personal sharepoint files and transfer anything work-related to another user.

_____If I requested to keep my e-mail account available for 30 days, I understand that after 30 days all e-mail in that account will be deleted and not available for recovery. If I need to keep any of that e-mail I will forward it to another account or export it for use later.

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 **and** visit Leaving K-State at
http://www.ksu.edu/its/leaving
and http://www.k-state.edu/its/leaving/checklist-employee.html.

_____I have been advised to contact the KSU Helpdesk at 785-532-7722 if I have questions about my KSU Main Campus e-mail or Data.

Signature: _____