**Request for TEMPORARY Disabling of CalNet or bMail Account**

*Submit scanned printed copy of this form with signatures via email to policy-access@berkeley.edu*

This form should be used for TEMPORARY suspension of employee accounts in circumstances where the employee is expected to return. This action is for exceptional circumstances only and must be approved by the employee's Department, Human Resources, and Campus Counsel *(see endnote for I-9 suspensions)*. To disable an employee’s account under exceptional circumstances during the usual 90 day grace period when the employee is NOT expected to return, please use the Request for Exceptional Early Disabling form here: <https://security.berkeley.edu/sites/default/files/requestforexceptionalearlydisablingform.docx>

**Important Notes:**

* Deactivation of the CalNet account terminates access to centrally managed CalNet authenticated services including bMail, GSuite, and bConnected. It DOES NOT terminate access to all campus applications. You should review employee access to campus systems that do not use CalNet authentication, and take action with the service providers as needed.
* Due to privacy and staff resource concerns, it is not standard practice to provide a department access to a former employees' email accounts. See [*https://ethics.berkeley.edu/privacy/resources/authorization-access-electronic-communications*](https://ethics.berkeley.edu/privacy/resources/authorization-access-electronic-communications) for details.

Based on a review of operational needs and human resource implications, our department, requests that IST temporarily deactivate the following account(s)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name  (last, MI, first) | Employee Number | CalNet ID | Email Account Name  (if known) | Disable email/ GSuite?  (yes or no) | Also disable CalNet?  (yes or no) | Set auto- reply message? \*  (yes or no) | DATE to re-enable  (if known) |
|  |  |  |  | ☐ yes  ☐ no | ☐yes  ☐ no | ☐ yes  ☐ no | *00/00/0000* |
| Special Instructions (optional): | | | | | | | |

\*Set an auto-reply (aka “vacation” message) on the email account to direct correspondents to send business email to a different address. (Incoming messages themselves are not forwarded.) Provide an auto-reply message: *e.g., "[John Smith] is no longer employed at UC Berkeley. Please contact [the Department Office at* [*dept@berkeley.edu*](mailto:dept@berkeley.edu)*] regarding all [administrative] matters."*

|  |
| --- |
| *Enter the vacation or forward message you would like placed on the account here:* |

**Dept. Authorized Official (Name):**        **Email address:**             **Contact Phone #:**

**Title**                 **Signature**

**Date Request Submitted:** */   /* **Requested Account Suspension Date:** */   /* **and Time**:

HR Representative

**Authorized Requestor (Name):**        **Email address:**             **Contact Phone #:**

**Title**                 **Signature**

Campus Council Official

**Authorized Requestor (Name):**        **Email address:**             **Contact Phone #:**

**Title**                 **Signature**

*NOTE: Temporary disabling of access pending completion of the I-9 process requires only authorization from the Asst. Vice Chancellor for*

*People & Culture (use the “HR Representative” section). No Dept. Official or Campus Council signature required.*