**Request for Exceptional Early Disabling of CalNet Account**

*Submit scanned printed copy of this form with signature via email to* *itpolicy@berkeley.edu*

This form is intended to be used for **emergency early CalNet account termination for employees separated from the University**, and will eliminate the usual 90 day grace period of account availability. For temporary suspension of accounts for employees expected to return to the University, please use the Request for Temporary Disabling form available here: <https://security.berkeley.edu/sites/default/files/requestfortempexceptionalearlydisablingform.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.
* The employee MUST be permitted access to remove any personal files or data from campus systems before their accounts are terminated. It is suggested that the department manager supervise the employee during the data transfer process.
* Due to privacy and staff resource concerns, it is not standard practice to provide a department access to a former employee’s 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 deactivate the following account(s) before the normal account expiration date (before the end of the standard “grace period”).\*\*

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| --- | --- | --- | --- | --- | --- | --- |
| Employee Name(last, MI, first) | Employee Number | CalNet ID | Email Account Name(if known) | Payroll Separation Date | Only disable email/ GSuite, NOT CalNet? | Set email auto-reply message?\* |
|  |  |  |  | *00/00/0000* |  ☐ yes ☐ no |  ☐ yes ☐ no |
|  |  |  |  | *00/00/0000* |  ☐ yes ☐ no |  ☐ yes ☐ no |
|  |  |  |  | *00/00/0000* |  ☐ yes ☐ no |  ☐ yes ☐ no |
| 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 for each account: *e.g., "[John Smith] is no longer employed at UC Berkeley. Please contact [the Department Office at dept@berkeley.edu] regarding all [administrative] matters."*

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

**Request for Exceptional Early Disabling of CalNet Account (pg. 2)**

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

**Title**                **Signature**

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

\*\* The standard CalNet Grace Period (<https://calnetweb.berkeley.edu/calnet-me/info-new-users/grace-periods#table>) is three months after an employee is no longer on payroll -- specifically, 90 days after the termination date. During this grace period (when the account does not have an active affiliation, but is not yet expired) some campus services are still available (e.g., bConnected) while others are not (e.g., blu.berkeley.edu). Service providers determine access requirements for their given service.