



Employee Termination Form – I.T.

Employee Name: _____

Employee Username: _____

_____ Change Password: _____

****Must be between 8 and 16 characters****

****Must contain a character from at least 3 of the following groups: uppercase letters, lowercase letters, numbers, symbols, Unicode characters****

_____ Disable User Acct (You will not be able to login as user on PC)

Computer Used: _____

Network Shares: _____

Network Group: _____

Employee Email Address: _____

_____ Change Password: _____

_____ Forward Email: _____

_____ Remove from Dist Group: _____

_____ VPN Access?

When a user's account is disabled the user will not have access to the VPN.

Changed password – user account is still active

Please provide any additional information:

Please inform itsupport@brevall.com before the employee has been terminated to ensure adequate time to protect the network and data.