

Supervisor Notification for User Account Termination

REG08.05.05 Current Version

Authority: Chancellor

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Related Policies: None

Additional Resources: [ECU ITCS Online Service Request System](#)

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1. Introduction

1.1 Purpose of Regulation

The purpose of this regulation is to ensure that the supervisor of an employee leaving the University notifies ITCS, so that user access to core IT resources can be revoked in a timely manner. This regulation is concerned with terminated employees who have update access to institutional, critical or sensitive information.

1.2 Person(s) with Primary Responsibility

Primary responsibility belongs to the supervisor of the employee leaving the University.

2. Regulation

The supervisor of a terminated employee must notify ITCS of the separation on or before the employees termination date so that account access can be revoked appropriately. The supervisor must submit an Account Termination Request to ITCS via the online service request system (link located in additional references above).

Upon receiving notification from the supervisor of a terminated employee, the security administrator will call the supervisor for verification before revoking the employees account access.