

UCF Exchange Account Deprovisioning Request Form

Please fill out the information below to request the deprovisioning of an organizational or individual UCF Exchange account. Email the completed form to the UCF Service Desk at servicedesk@ucf.edu. This form removes the user from the following services: BES (Blackberry), ActiveSync, OWA, MAPI, GAL and UM. To prevent being billed for the BES and UM services associated with this account, please submit a TRF(www.cst.ucf.edu/forms).

UCF Exchange Account Information:

Account Type: User <input type="radio"/> Organizational <input type="radio"/> Distribution Group <input type="radio"/>		
NID/OID/DG	Department:	
Deprovision Date:	UCF Exchange Account Name:	
EMPLID:	Last Name:	First Name:
<input type="radio"/> Disable - This can be recovered. Access to email and UM services is removed. The account will still receive email without error. (Optional) <input type="checkbox"/> Automatic reply message requested for disabled account? Please include <u>exact</u> text below under "Additional Information".		
<input type="radio"/> Delete - Request is subject to approval. The account is permanently deleted and <u>can not</u> be recovered. All email is purged and received email will result in a "Does Not Exist" bounce back message.		

Additional Information:

Requester's Contact Information:

Last Name:	First Name:	EMPLID:
Department:	Email Address:	Phone Number:

Requester's Signature

Signature:	Date:
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Please sign and email the completed form to servicedesk@ucf.edu
or
fax it to (407) 882-9090

