



Exchange Full Access Request Form

The University allows Deans, Directors, and Departmental Chairs to approve access to a former (terminated status) employee's email account for the purposes of business continuity. Requesting access to an employee's UCF Exchange email account will require the former employee's account information, requester's information, and an appropriate authorization as indicated below.

Please complete, sign, and send the request form to UCF servicedesk@ucf.edu (preferred) or fax it to (407) 882-9090.

IMPORTANT: This form does not authorize access to current or transferred employee's email account. Access for current employee email accounts for administrative or legal reasons should be directed to infosec@ucf.edu.

Please allow for a minimum of two business days for the form to be processed and, if approved, the access to be set up.

Email Account Full Access Details:			
Employee Name:			
Email Address:	Employee UCFID/EMPLID:	Access Start Date:	Access End Date (Max 6 months):
Department:		Termination Date:	
Business Reason For Request:			

Requester's Information:		
Print Name:	Title:	UCFID/EMPLID:
Email Address:	Phone Number:	

Authorized Approval Required (Dean, Director, or Department Chair):		
Signature:		Date:
Print Name:	Title:	UCFID/EMPLID:
Email Address:	Phone Number:	

Computer Services & Telecommunications

Phone: (407) 823-5117

Email: servicedesk@ucf.edu

FAX: (407) 882-9090

www.cst.ucf.edu