

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.5	Information Management Client Support Services	Revised:	December 2009
Policy 5.5.4	Access to Central Resources	Responsibility:	Vice President and Chief Information Officer

ACCESS TO CENTRAL RESOURCES

Procedures

Changes to user accounts, network access requests, telecommunications requests, mail access, leased mass storage, networking and programming services, etc. are processed after receiving an authorized [Remedy Service Request Form](#).

Accounts must be deactivated upon termination of employment. It is the responsibility of the client department to notify Information Management Client Support Services (IMCSS) of active accounts for terminating employees and specify their disposition.
