I. Title: Access to Central Resources

II. Procedures

A. 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 Team Dynamix Service Request form.

B. Accounts must be deactivated upon termination of employment. It is the responsibility of the client department to notify Information Technology Service Management (ITSM) of active accounts for terminating employees and specify their disposition.