



Office of Information Technology Services Suspend / Delete User Request Form

Requestor Information (required)

Requestor: _____ Phone _____ #: _____
Agency Name: _____

User Account Information

User Name: _____

Mark appropriate account(s): (UPN = User Principal Name)

Standard User Account UPN (example: john.smith@oits.ks.gov)

Administrative Account UPN (example: jasmith@ks.loc)

Type of Action: Suspend Delete

Effective Date: _____

Effective Time: _____

Immediate account suspensions require a phone call to the EBIT Service Desk or End User Services Director or Manager.
This form MUST be emailed immediately to EBITSM@ks.gov after calling the EBIT Service Desk at 785-296-4999.

Is a copy of the home drive needed? Yes No

Is a copy of emails needed? Yes No

Is a copy of OneDrive needed? Yes No

The agency may be asked to provide media for files that are extremely large.

User Device Information:

____ Workstation Service Tag _____

____ Laptop Service Tag _____

System Access Information

Does user have a network access logon? Yes No Web Authenticated Email Only? Yes No

Place a check mark next to any of the items the user has access to:

VPN/RDP

FTP

Apptio
(Billing System)

State Issued: Mobile Phone or Other Mobile Device

Mainframe

KIRMS

ServiceNow Assignment Group
(IT Technical Staff only)

Turned in

Needs wiped

Sitefinity Website

IBARS

Personal Mobile Phone with State email on it
Needs email removed

FTP

SharePoint

Checklist

Collect laptop and charger on employee last day

Remove from email group/distribution lists

Collect State cell phone and charger

Get Apple ID if applicable

Get 6 digit unlock code for State cell phone

Signature (required)

Requesting Authority/Division Director: _____ Date: _____

(Please provide signature or type in the name and send from requesting authority's email box)

Send completed and authorized request to: EBITSM@ks.gov

OITS - Suspend/Delete User Form (Revised 05/2022)