

Texas A&M University – Galveston Account Access – Departing Employees

CONTINUED ACCOUNT ACCESS FOR DEPARTING EMPLOYEES:

All departing employees requesting continued access to TAMUG resources after terminating employment with the University shall have to obtain authorization in writing. For Faculty the access shall be approved by the Chief Academic Officer. For Staff the access shall be approved by one of the University Vice Presidents. Continued access is not to exceed 6 months from exit date. If access is required after 6 months a new request will need to be submitted.

Faculty and staff will need to provide justification as to why they still require account access and how it will benefit the University.

They will also need to get their Department Head to sign the request indicating Departmental approval to allow continued access to TAMUG resources.

Date: _____

Name: _____

Department: _____

Exit Date: _____

Requesting continued access to: TAMUG Email TAMUG BARA Access

Requesting Email be forwarded to: _____

Requesting access to continue till: _____

Reason for continued access: _____

Department Head Signature: _____ Date: _____

For Faculty:
CAO Signature: _____ Date: _____

For Staff:
University VP: _____ Date: _____

Return completed signed form to:
Information Services, BLD 3007, Rm#115 OR
Scan and email to helpdesk@tamug.edu