

(Instructions on sheet 2)

## Section 1: Employee Information

Employee Name \_\_\_\_\_

NetID \_\_\_\_\_

Department \_\_\_\_\_

Position Title \_\_\_\_\_

Position Start Date \_\_\_\_\_

Position End Date \_\_\_\_\_

☐ Voluntary Termination ☐ Involuntary Termination ☐ Transfer to Another Dept ☐ New Position within Dept

## Section 2: Parking &amp; Transportation

Parking permits/passes/tags	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned
Gate remote control/cards/keys	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned
Other misc transportation keys	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned

Notes:

## Section 3: Facility Access

Notre Dame ID Card	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned
Building Security Code Access	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned
Dept/Floor Alarm Code Access	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned
Keys (Building, Office, File Cabinets)	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned

Notes:

## Section 4: Information Technology

Laptop computer, power adapter, bag	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned
Mobile devices (phone/tablet)	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned
ND credit cards/ProCards/Travel Cards	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned
Department-specific IT systems access	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned
Department Listservs	<input type="checkbox"/> Provisioned	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Carries Forward	<input type="checkbox"/> De-Provisioned

If Involuntary or sensitive termination, fax Immediate Account Suspension form to OIT Help Desk ☐ N/A ☐ Submitted (see toolkit for form)

List Dept Apps or Systems, Notes

Other Comments

Completed By \_\_\_\_\_

Date \_\_\_\_\_

## Overview

The purpose of this checklist is to establish a tracking mechanism for the various ND assets and access privileges that are assigned to an employee during their time in a particular position at the university. A separate inventory checklist should be created for each new position an employee assumes throughout their tenure.

Please retain inventory checklist for **1 year** after separation from each position.

### Terms

*Provisioned:* This means the asset or access has been assigned/granted to the employee.

*Carries Forward:* Denotes that the asset or access will follow the employee to their next position. If it carries forward but with alterations, please elaborate in the Notes section.

*De-Provisioned:* This means the asset has been collected/destroyed or that access has been removed.

Section 1: Employee Information - This section identifies the employee and the specific position for which assets and access are being tracked.

Section 2: Parking and Transportation - "De-provisioning" in this section requires the following:

**Parking permits/passes/tags:** Collect and return to NDSP

**Gate remote control/cards:** Collect and return to NDSP

**Other misc transportation keys:** Collect and return to appropriate department representative

Section 3: Facility Access - "De-provisioning" in this section requires the following:

**Notre Dame ID Card:** Collect and destroy (shred)

**Building Security Code Access:** Notify ND Lockshop to disable access

**Dept/Floor Alarm Code Access:** Notify ND Lockshop to disable access

**Keys (Building, Office, File Cabinets):** Collect and return to appropriate department representative

Section 4: Information Technology - "De-provisioning" in this section requires the following:

**Laptop computer, power adapter, bag:** Collect and return to departmental IT rep

**Mobile devices (phone/tablet):** Collect, return to appropriate departmental rep, and address specific service changes.

\*See cell phone policy for additional guidance

**ND credit cards/ProCards/Travel Cards:** Collect and return to Controller's Office

**Department-specific IT systems access:** Remove all IT access beyond email and general domain login. Examples would include systems such as Banner, Business Objects, People EZ, GLeZ, access to shared network drives.

**Department Listservs:** Remove employee from any departmental listserv distribution lists