How does a supervisor request expedited termination of an employee's NinerNET credentials?

**EXPEDITED TERMINATION PROCESS FOR IT ACCOUNTS**

Date and time for account termination
- If continuous access is needed by supervisor
- What the employee’s off duty message should say
- If the employee has access to any other email accounts that need to be terminated
- If the Google 365 data should be switched to the supervisor
- If the supervisor needs access to Google Calendar
- If the supervisor needs access to Dropbox files
- The last date of employment
- If there will be a financial payout

Notes:
- Access to buildings will also be terminated through this process
- Remember to identify any other special access that needs to be terminated

**ONCE YOU HAVE THE ABOVE INFORMATION, FOLLOW THIS PROCESS:**

1. **Start**
   - Is your employee a student? OR Does your employee hold multiple jobs?
   - If yes, go to YES.
   - If no, go to NO.

   **YES**
   - Is your employee only an employee?
     - If yes, go to YES.
     - If no, go to NO.

   **NO**
   - If your former employee holds multiple jobs, the account can be terminated. Complete [this form](#).

   **YES**
   - Complete the form.

**HR Coordinating From Here**
- The information will be sent to HR.
- HR will coordinate with the supervisor and ITS on the account termination and getting Banner information updated.
- HR will communicate impact to employee.

**Form can be Found at**: go.uncc.edu/ftqd

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**Tell Me**

NinerNET credentials give access to a variety of computing systems including Banner, Gmail, GCal, Google Drive, Dropbox, Canvas, Network Drives (H:/S:/J:). A supervisor needs to identify what, if any systems, the supervisor needs access to after an employee is terminated.

1. When an employee separates from the university, the NinerNET account becomes disabled; the exact timing varies based on employee role. See [this FAQ](#) for more details.
2. In rare cases, a supervisor/designee may need to expedite that process e.g. an employee gets fired.
3. Supervisors who need to expedite a termination MUST talk to Human Resources Employee Relations team BEFORE filling out the form below.
4. How these requests are handled will vary depending on whether or not the employee has other roles or positions:
   a. If employee **only holds one position and is not a student as well**, the account can be terminated and access given to supervisor if needed. Complete [this form](#).
   b. If employee is also a **student**, access to Gmail, Calendar, Drive can not be terminated or changed but access to shared network drives (S:/J:) can be terminated. Complete [this form](#).
   c. If employee **holds multiple jobs**, access to Gmail, Calendar, Drive can not be terminated or changed but access to shared network drives (S:/J:) can be terminated. Complete [this form](#).
5. Once the form is completed:
   a. The information will be sent to HR
   b. HR will coordinate with the supervisor and ITS on the account termination and getting Banner information updated.
   c. HR will communicate impact to employee.
   d. ITS will communicate with supervisor/designee when account access has been terminated.
6. Departments will need to identify department specific assets and access that needs to be terminated.
7. See the attached flowchart infographic.
A supervisor/designate will need to determine:

- What Date and Time should accounts be terminated?
- Is continued access to email needed by supervisor?
- What should the out of office message say?
- Should the Google Drive data be switched to the supervisor?
- Does the employee have access to other email accounts that need to be terminated?
- What will be the last date of employment?
- Is there a pay out?
- Does the supervisor need access to Google Calendar?
- Does the supervisor need access to Dropbox files?
- ID Access to Buildings will also be terminated through this process.

Related FAQs

- What are the NinerNET password rules?
- How do I reset an expired or forgotten NinerNet password?
- How do I look up my NinerNET username?
- How do I change my NinerNET password on the NinerNET website for password and account management?
- How do I activate my NinerNET account?