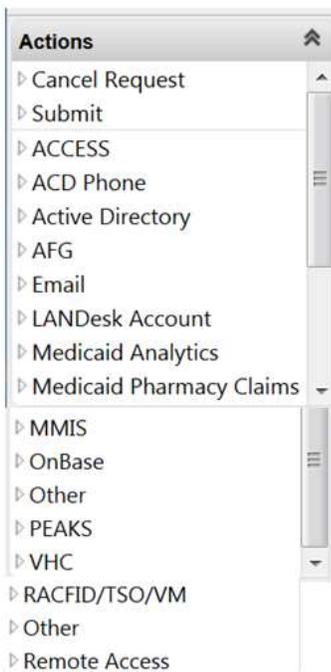


USER ACCOUNT REQUEST “Termination” QUICK CLICKS HIT LIST

Termination

- A user who has terminated from their State of Vermont employment
- A vendor/partner/contractor account who no longer needs their State of Vermont account
- A Current user moving within State Government (i.e. terminating from a position and being hired into a different position)
 - A LANDesk UAR Request / Termination is done by the Departing Agency/Department to remove all current security groups and other account accesses that are no longer needed. This is also where it would be noted in the description box that authorization is given for user to have access to existing mailbox and files.

1. Login to LANDesk - instructions for login here if needed:
http://dii.vermont.gov/support/service_desk/landesk/training
2. At Dashboard, Click on Submit User Account Request
3. At Employee Information, click in Type field and choose “Termination”
4. Fill in employee information fields...NOTE:
 - In Department field, this is an auto-prediction field that you can start typing the department’s call letters and it narrows choices for you to pick.
 - In Summary field, we recommend typing employee’s name and the request type. (Example: Jane Doe – Termination)



5. Click SAVE button and this brings up account Actions to choose (see Screenshot)
6. Click on Active Directory account action – in Choose field pick “Needs to be removed” – Click SAVE & CLOSE which brings you back to action items
7. Click Email account action – in Choose field pick “Needs to be removed”– Click SAVE & CLOSE which brings you back to action items
8. Click on any of the other Action accounts that this employee will need removed, deleted or terminated – fill in fields for removal – Click SAVE & CLOSE which brings you back to action items
9. When finished choosing accounts for removal, Click on Submit in the Actions. This saves the total request and creates child requests to be worked on

10. Notice that the Actions go away. Click on SAVE & CLOSE to get back to your Dashboard, which releases the ticket for analyst assignment