



Information Technology Department Exchange Full Access Request Form

The College allows Deans, Directors, and administrative staff to approve access to a former (terminated status) employee's email account for the purposes of business continuity. Requesting access to an employee's R-CCC Exchange email account will require the former employee's account information, requester's information, and an appropriate authorization as indicated below.

Please complete, sign, and send the request form to r-cccithelpdesk@roanokechowan.edu (preferred) or bring to the IT department and submit to the Director.

IMPORTANT: This form does not authorize access to current or transferred employee's email account. Access for current employee email accounts for administrative or legal reasons should be directed the office of the President.

Please allow for a minimum of two business days for the form to be processed and, if approved, the access to be setup.

Email Account Full Access Details:			
Employee Name:			
Email Address:	Employee RCCCID/EMPLID:	Access Start Date:	Access End Date (Max 6 months):
Department:		Termination Date:	
Business Reason For Request:			

Requester's Information:		
Print Name:	Title:	RCCCID/EMPLID:
Email Address:	Phone Number:	

Authorized Approval Required (President, Dean, Director, Chair, Administrative Staff):		
Signature:		Date:
Print Name:	Title:	RCCCID/EMPLID:
Email Address:	Phone Number:	