

# REQUEST FOR DELETION OF STUDENT AUGNET ACCOUNT

Student AugNet accounts are automatically deleted when students graduate, withdraw, or stop taking classes at Augsburg. Before deletion, a grace period is granted; when the grace period is over, students will receive notices to their Augsburg e-mail address with details about the actual date of deletion.

Use this form to request that your AugNet account be deleted before your grace period is over, or if you believe your account should already have been deleted. When your request is processed you will be notified via the contact information you provide on this form.

Your Identification Information	
Student ID number:	AugNet username:
Full (first and last) name:	
Your Contact Information	
<i>Fill in one or both →</i>	Telephone number:
	Non-Augsburg e-mail address:
Do you currently have the ability to read messages sent to your Augsburg e-mail address? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, you MUST provide a telephone number above so that we can call to verify additional security information.</i>	
Reason for Request	
↓ <i>Check one option here</i>	
<input type="checkbox"/> <b>I have graduated and I'm finished using my account</b>	INTERNAL USE  Approved by: _____ Date: _____
<input type="checkbox"/> <b>I have not graduated, but I'm finished taking classes at Augsburg</b>	
<input type="checkbox"/> <b>Other (please describe below).</b> Requests are evaluated on a case-by-case basis. <i>Requests for account deletion will <u>NOT</u> be granted for students enrolled in currently running courses. Contact the TechDesk for other options for dealing with unwanted e-mail.</i>	
Authorization and Signature	
<p>I request and authorize that the IT Department delete my AugNet account. I understand that the IT department will contact me via Augsburg e-mail or by the telephone number I have provided, and that I must respond to this communication, before the account is actually deleted.</p> <p>I understand that when my account is deleted, I will lose all access to any service which requires an Augsburg username and password. These services include (but are not limited to) my Augsburg e-mail account, Records &amp; Registration, moodle, online research databases provided by the Library, access to computers in campus labs, and access to my file storage space. I further understand that all files, web pages, e-mail messages and address books stored on the Augsburg servers will be permanently deleted.</p> <p>I understand that this will cause all messages sent to my Augsburg e-mail address to bounce back to the sender, and that any mail forwarding I have set up will be discontinued when my account is deleted.</p>	
Signature:	Date:
<i>(You must sign this form by hand. A typed name is not acceptable.)</i>	

**Return this form to the TechDesk**

In person:	1 <sup>st</sup> floor Lindell Library, room 104
Mail:	2211 Riverside Avenue CB 316
	Minneapolis, MN 55454
Fax:	612-330-1689
Email:	<a href="mailto:techdesk@augsborg.edu">techdesk@augsborg.edu</a> (scanned copy of signed form)