



Weill Medical College of Cornell University
Information Technologies & Services Department
User Support Group
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 New York, NY 10065
 Admin. Phone: (212) 746-4878
 Fax: (212) 746-8161
<http://www.med.cornell.edu/its/>

Update/Termination Form

Before submittal, your department administrator must AUTHORIZE this form. Failure to obtain proper authorization will only delay the Update/Termination process.

For computer terminations, you may be entitled to a partial refund of annual support charges. There is no charge to terminate services.

- Terminate user account (E-mail, Calendar, CUMC domain, WebVPN)
- Terminate IDXtend access
- Terminate Epic access
- Disconnect ITS tag number from the network
- Update computer/user association only

User Account and ITS Tag Information

ITS Tag Number: _____ Account Number: _____
 Full User Name: _____ E-Mail/CWID: _____
 Department/Division: _____ WMC NYP

New Information (for Updates only)

ITS Tag Number: _____ * New Account Number: _____
 Full User Name: _____ E-Mail/CWID: _____
 Department/Division: _____ WMC NYP

****The section below MUST be filled out for 5-Accounts***

Federal grant or contract accounts (5's) may be charged for the percentage of network services exclusively devoted to the funded Research Project. The form will not be processed without authorized approval. Please contact Research Accounting at 33 Maiden Lane for approval PRIOR to the submission of this form.

Principal Investigator's Signature: _____ Date: _____
 Research Accounting Signature: _____ Date: _____
 New 5-Account Exp. Date: _____

Department Administrator Authorization:

Administrator Name: _____ Department: _____
 Signature: _____ Phone: _____