**Terminating Access**

**Administrative Systems Access**

**(Banner, WAYNEBUY, Cognos, ODS, Xtender (Imaging), Workflow, Webtailor, SMARTi, STARS)**

The normal process for terminating access is to contact your [Business Affairs Officer](http://computing.wayne.edu/docs/bao_roster.pdf) and identify the name and AccessID or the employee for whom access must be terminated. The BAO will request that the administrative systems access be terminated. Additionally there is a process in place that automatically terminates access to administrative systems upon termination in the HR system. Find more details on that process [tech.wayne.edu/kb/199221](https://tech.wayne.edu/kb/199221).

**In the event that an emergency termination needs to occur**, please **call** Identity & Access Management (see below) and provide the name and AccessID of the person for whom you want access terminated. Identity & Access Management will take a request from anyone who has supervisory responsibilities for the affected employee. **You will also need to send a confirmation**[**Cherwell Service Request**](https://csm.wayne.edu/links/createincident.php?service=Identity%20and%20Access%20Management&category=Dell%20IDM&subcategory=Emergency%20Deprovision)**if available or an email to****security@lists.wayne.edu****copying your BAO.**

**Email Access**

Wayne Connect email access is granted for a variety of reasons, including student, employee, and retiree status. Different groups of people have email access for different periods of time after their affiliation with WSU has ended.  Automated processes enforce these policies. Find the full Wayne State email policy [tech.wayne.edu/about/emailpolicy](https://tech.wayne.edu/about/emailpolicy).

In rare circumstances there is a need to terminate email access prior to normal system imposed deadlines. Depending upon the affiliations of the AccessID holder and the specific request, the authority to terminate may have to be approved by the CIO and Associate Vice President, Computing and Information Technology and/or the Office of General Counsel. Emergency requests for email termination can be made by **contacting/calling** Identity & Access Management (see below). Identity & Access will take a request from anyone who has supervisory responsibilities and is at least at the Department-head level or above for the affected employee. **You will also need to send a confirmation**[**Cherwell Service Request**](https://csm.wayne.edu/links/createincident.php?service=Identity%20and%20Access%20Management&category=Dell%20IDM&subcategory=Emergency%20Deprovision)**if available or an email to****security@lists.wayne.edu****copying your BAO.**

**Contacting Identity & Access Management**

​The primary contact for Identity & Access Management is Marlene Johnson. Contact her for all requests and in the case of emergency access termination. If Marlene is unavailable and the matter is urgent, contact Eric Dau. If you are unable to reach any of these people, please visit the [Contact Us – Security](http://computing.wayne.edu/security/reporting.php) page. In **all** cases,**send a confirmation**[**Cherwell Service Request**](https://csm.wayne.edu/links/createincident.php?service=Identity%20and%20Access%20Management&category=Dell%20IDM&subcategory=Emergency%20Deprovision)**if available or an email to****security@lists.wayne.edu****.**

* [Marlene Johnson](https://wayne.edu/people/ad9180/) - Systems Security Specialist
* [Eric Dau](https://wayne.edu/people/aa3818/) - Lead Applications Technical Analyst
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