

Request for Account Deletion

Deletion of a personal or functional Uni-Account (Staff)

► Please send only once by fax / letter / email (black-white scan) to:

Philipps-Universität Marburg
Hochschulrechenzentrum (HRZ)
Hans-Meerwein-Straße 6
35032 Marburg

Hochschulrechenzentrum
Abteilung Zentrale Systeme
Identity Management

Phone: 06421 28-28282 (IT-Servicedesk)

Fax: 06421 28-26400

Email: myaccount@hrz.uni-marburg.de

Address: Hans-Meerwein-Straße 6
35032 Marburg

Web: www.uni-marburg.de/hrz/internet

About this request form:

Staff accounts are usually limited to the time period of your working contract; they will be deleted automatically about six months after reaching their expiration date (see www.uni-marburg.de/hrz/internet/staff/verfahren). However, if you are sure that you do not need a specific staff account anymore, you may fill out this form to have the account **deleted immediately**.

– Please fill out this form using Adobe Reader (or similar) on the screen before printing –

1 Account to be deleted	► May I specify a deletion date? No. Your request will be processed by the HRZ immediately. Please send us your request at the right time.
Staff username _____ Account type <input type="checkbox"/> Personal <input type="checkbox"/> Functional _____	
2 Temporary email forwarding for new incoming mail (if desired) Legal information: When using email forwarding, any confidential information <i>which was solely addressed to you</i> may leave the sphere of influence of the Philipps University and become accessible by third parties. Therefore, members of university administration or people fulfilling similar activities are urged not to use email forwarding to private email addresses at external service providers. It is also undesirable to forward personal email addresses to the email addresses of third people. <input type="checkbox"/> I have read and I accept the aforementioned <u>legal information</u> . <input type="checkbox"/> Please keep email addresses (alias names) enabled as email forwarding service, limited until (DD.MM.YYYY) ____ . ____ . ____ (up to 1 year). Target address (email) _____	► Why would I need email forwarding? In case you would still like to receive emails under your former email addresses for a certain time, we can deliver new incoming mail to a foreign email address instead. Otherwise, your former email addresses will become unavailable as soon as your account has been deleted (senders will receive an error message). ► May I request an auto-responder? No. Auto-responders can only be used as long as your account has not yet been deleted.
3 Personal details (Account owner) *according to official identity document Salutation <input type="checkbox"/> Ms / Mrs <input type="checkbox"/> Mr Title _____ Last name* (family name) _____ First name* (given names) _____ Date of birth* (DD.MM.YYYY) ____ . ____ . ____ Preferred language <input type="checkbox"/> Deutsch <input type="checkbox"/> English Birth name* (if different) _____	
4 Department details Employer (Contractor) <input type="checkbox"/> Uni Marburg <input type="checkbox"/> Associated institution <input type="checkbox"/> I am an external person / contractor / service provider _____ Faculty / Department _____ Institute/Field/Group/Division _____ Street, House no. _____ Room no. _____ Postal code, City _____ Phone _____ Fax _____ Email for inquiries _____	► Which department should I specify? Please fill in the department where you used the aforementioned account.
5 Acknowledgement of the deletion by account owner, principal, secretary, dean's office or IT administrator The aforementioned account is not needed anymore and shall be deleted. _____ City, Date Name, Signature	