

INFORMATION DIVISION ID3

User Access Maintenance Form



USERNAME DELETIONS OR SUSPENSIONS

Please specify which account you wish to delete or disable.

Staff/ Student No.	Username/Login	Dialin /Calendar or Other	Delete/ Disable

DIALIN QUOTA MODIFICATION

Please specify zero hours if you wish to remove a quota completely.

Staff/ Student no.	Username/Login	Themis Chart of Accounts (all 23 Characters)
Hours	Annual or Monthly	Lock account if quota reached

THEMIS CHART OF ACCOUNTS CHANGE

Please note that this change would affect all user accounts linked to the current/expired Themis Chart of Accounts

Current / Expired Chart of Accounts (all 23 Characters)	New Themis Chart of Accounts (all 23 Characters)

Authorized Officer Signature: _____

Print Name: _____ Contact no. _____

Date: ___/___/___

Requests may be made via FAX: 8344 9738. Please forward the original form to IT Operations,
Level 2 Thomas Cherry Building, University of Melbourne, 3010

Information Division, Office Use Only:

Implemented by _____ Please Print _____ Date: ___/___/___