

KIRINYAGA UNIVERSITY
USER ACCOUNT TERMINATION CHEKLIST

1. EMPLOYEE DETAILS

Full Name: _____

PF No: _____

Department: _____

Job Title: _____

Last Working Day: _____

Signature: _____

2. ERP ACCOUNT CLEARANCE

ERP System Name: _____

Account Disabled: Yes No

Roles & Permissions Revoked: Yes No

Data Backup Completed: Yes No N/A

Clearing Officer: _____

Signature: _____

Comments: _____

4. STAFF PORTAL CLEARANCE

Account Disabled: Yes No

Password Reset: Yes No

Removed from Security Groups: Yes No

Moved to Disabled OU: Yes No

VPN/Remote Access Revoked: Yes No

Clearing Officer: _____

Signature: _____

Comments: _____

3. EMAIL ACCOUNT CLEARANCE

Email Address: _____

Account Disabled: Yes No

Auto-Reply Set: Yes No N/A

Removed from Distribution Lists: Yes No

Mobile Access Revoked: Yes No

Clearing Officer: _____

Signature: _____

Comments: _____

5. SYSTEM ACCESS & SECURITY

Access to Internal Systems Revoked: Yes No

VPN Access Disabled: Yes No

Cloud Services Access Revoked: Yes No

MFA/2FA Devices Deactivated: Yes No

Clearing Officer: _____

Signature: _____

Comments: _____

6. DATA & ASSET MANAGEMENT

Files Ownership Transferred: Yes No

User Data Backup Completed: Yes No

Desktop/Laptop Returned: Yes No N/A

Other Assets Returned: _____

Device Wiped/Reimaged: Yes No N/A

Clearing Officer: _____

Signature: _____

Comments: _____

8. FINAL APPROVAL

ICT MANAGER

Name: _____

Signature: _____

Date: _____

Comments: _____

9. HUMAN RESOURCE MANAGER

Name: _____

Signature: _____

Date: _____

Comments: _____