MCC OFFBOARDING CHECKLIST

In order to ensure employees' IT needs are closed after their last day, please complete this checklist. Upon receipt of the employee's resignation letter, please send the completed checklist to **mccit@northwestern.edu**.

Departure's First and Last Name	
Office Location	
NetID	
Departure Date and Time	
Position Title	
Department, Lab, Center, or Program	
Business Administrator User Reports To	
Is This a NU Transfer? (ex. Feinberg) (Y/N)	
Computer Retrieval Information	
Email Archive Required?	
Data backup?	
Desk Phone and Voicemail Reassignment?	