



**BYU Registrar's Office**  
B-150 ASB  
(801) 422-1196

# Remove AIM Access

*This form is an interactive PDF file. This means that you may complete this form on the computer, but you must print and sign the form before submitting.*

Please use this form if the employee is terminating. Because sensitive information is available on the web, it is very important to delete the access as soon as the employee terminates.

## Employee Information

Name of employee \_\_\_\_\_ Net ID \_\_\_\_\_

Department \_\_\_\_\_  This employee was also a grade roll contact/monitor

Termination Date \_\_\_\_\_

Supervisor Approval \_\_\_\_\_  
SUPERVISOR or INFORMATION PARTNER SIGNATURE DATE

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

Once this form is completely filled out, please mail or fax it to:

Registrar's Office  
Attn: Ann Behling  
B-150 ASB  
Fax: 422-0613