

IMSEAM log-out form

You are about to leave the IMSEAM. For your discharge, please, fill in this form¹ and collect the corresponding signatures.

First name:

Uni ID:

Last name:

Title:

Group:*

End date (dd.mm.yy):

I hereby confirm that all IMSEAM items were returned and that all IMSEAM workspaces were left in a clean state. All samples (especially chemicals) were removed or disposed of.

Date and signature of the user: _____

Date, name and signature of the group leader:

Confirmation of IMSEAM representative:

☐ All keys belonging to the IMSEAM were returned.

Date and signature of IMSEAM administration: _____

Please submit the signed (paper) form to

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Internal checklist (filled by administration):

- | | |
|---|--|
| <input type="checkbox"/> check logout form (complete?) | <input type="checkbox"/> remove entry AD net file |
| <input type="checkbox"/> remove entry person database | <input type="checkbox"/> remove entry mailing lists: |
| <input type="checkbox"/> remove entry website | <input type="checkbox"/> IMSEAM-USERS |
| <input type="checkbox"/> remove entry Sharepoint groups | <input type="checkbox"/> IMSEAM-MEMBERS |
| <input type="checkbox"/> remove entry AD printing | <input type="checkbox"/> IMSEAM-KEMERINK |

¹For the most recent version see <https://backend.imseam.uni-heidelberg.de/en/documents/imseam-logout-form/download>.