

LEAVING UW-MADISON CHECKLIST

- ❑ Step 1: Determine which affected IT service(s) were used by the departing individual.
 - ❑ Office 365 - <https://email.wisc.edu/>
 - ❑ G Suite - <https://apps.google.wisc.edu/>
 - ❑ Box - <https://uwmadison.box.com/>
 - ❑ Qualtrics - <https://uwmadison.qualtrics.com/>

- ❑ Step 2: Determine which files are owned by the departing individual within each applicable affected IT service(s).
 - ❑ Office 365 - (Coming Soon)
 - ❑ G Suite - <https://kb.wisc.edu/36590>
 - ❑ Box - <https://go.wisc.edu/o3kdjf>
 - ❑ Qualtrics - <https://go.wisc.edu/09gm16>

- ❑ Step 3: Transition University data from departing individual's UW-Madison account to a shared repository.
 - ❑ Office 365 - <https://kb.wisc.edu/72684>
 - ❑ G Suite - <https://kb.wisc.edu/36590>
 - ❑ Box - <https://kb.wisc.edu/80045>
 - ❑ Qualtrics - <https://kb.wisc.edu/80822>

- ❑ Step 4: Confirm permissions are removed from departing individual's account after transitioning University data.
 - ❑ Office 365 - <https://go.wisc.edu/54f067>
 - ❑ G Suite - <https://go.wisc.edu/83508h>
 - ❑ Box - <https://go.wisc.edu/jkqiix>
 - ❑ Qualtrics - <https://go.wisc.edu/n0k3jf>