

TB/HIV/STD Section
ARIES Deactivation Request Form

INSTRUCTIONS:

1. Supervisor and/or LRP for employee being deactivated must complete the Employee Information for Account Being Deactivated section of this form and submit to Data Manager at Assigned Administrative Agency *or* work with Assigned Data Manager to get this form completed.
2. Data Manager will take appropriate steps and log deactivation, then notify supervisor and/or LRP when the process has been completed.

EMPLOYEE INFORMATION FOR ACCOUNT BEING DEACTIVATED:		
Last Name:	First Name:	Email Address:
Agency Name:	Employee Title/Role:	Date of Deactivation Request:
<i>Reason/Justification for Deactivation:</i>		

SUPERVISOR/LRP INFORMATION (person completing this form):	
First and Last Name:	Date:
Email Address:	Phone Number:

For Data Manager to Complete:

ACCOUNT INFORMATION FOR DEACTIVATION:	
ARIES:	ARIES Username <input style="width: 300px;" type="text"/>
	ARIES Request ID/Certificate Number <input style="width: 300px;" type="text"/>
	Type of Deactivation: <input type="checkbox"/> Deactivate <input type="checkbox"/> Inactive Staff <input type="checkbox"/> Non-User
Date Access Terminated:	<input style="width: 300px;" type="text"/>
Name of Data Manager Processing Deactivation:	<input style="width: 370px;" type="text"/>
Name of Administrative Agency:	<input style="width: 300px;" type="text"/>
<p><i>***Please save this form in the user's file and log deactivation in the ARIES user log. Notify staff at the former user's office to inform them of the completed deactivation.</i></p>	