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Date: 9/2/2014 5:32:52 PM
Subject: Herbert Hunter Accounts

The following has been completed on Herbert's various accounts.

- Aging network account has been disabled.
- Dale has been given access to his user directory.
- The password has been changed on hhunter@aging.sc.gov.
- Cell phone line has been suspended.
- His name has been removed from the Office on Aging Contact list on the Aging.sc.gov website.
- He has been removed from Who's-In.
- Items in progress on the laptop were saved and the laptop taken to supply room while Herbert was in with Dale.
- He does not have a training portal or SCAccess account.

The door code has been changed.

- A request will be put in tomorrow to have the voicemail password will be reset.
- SCADS is to be updated by IT.
- Although a program is needed to gain access to Ombud and OmState, the Ombud/OmState account should be disabled by LaWandra.
- HR should remove him from the E-Leave system.
- IT will provide a link on Dale's desktop for easy access to his user folder.
- Password for email access via scowa.sc.gov will be provided to Dale.
- Files will need to be relocated from the laptop to the file server.

FYI,

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