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To: Kester, Tonykester@aging.sc.gov
Date: 9/11/2014 12:29:50 PM
Subject: Sue's Accounts

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

- Aging network account has been disabled.
- The password has been changed on theriot@aging.sc.gov and on her training portal account.
- Cell phone line has been taken back.
- Her name has been removed from the Office on Aging Contact list on the Aging.sc.gov website.
- She has been removed from Who's-In.
- The Surface Pro 3 and Dell laptop have been taken back.
- SCAccess and AIM accounts have been inactivated.

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.

FYI,

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