

Information Technology Services' process for account deprovisioning:

- **Staff Separations** - will be notified upon separation date that their account will be deprovisioned after 7 days.
- **Faculty Separations** - will be notified 90 days after their last taught course that their account will be deprovisioned after 7 days.
- **Retirees** - At this time, retirees will keep their current access (see below for additional details).
- **Emeritus Faculty** will retain access (see below for additional details)
- **Volunteer/Adjunct Faculty** - who are actively designated as an employee or external (volunteer faculty) in the SAP/IdM system will retain access to appropriate University resources.

Note: Any faculty or staff member who is an active student, alum, retiree, emeritus faculty, or has a future status will not be deprovisioned at this time.

Exception Requests

An exception request can be submitted to ITS Customer Services via 218help@uky.edu by an authorizing official such as a department chair or business officer.

[Account Access Exception Request Form](#)

Additional Resources

- [Guidelines regarding email access for UK retirees](#)
- [Software that is available to emeritus faculty](#)