

QuakeCoRE UC Team Off-boarding

Print this page and cross out completed items and return to the supervisor

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Hardware

- Computers: Check with Department IT (Olive, Paul)
- Desks/Chairs

Files

The ownership of your files (generated as part of your work during your employment) should be handed over to the other member of the team: Files on local storage, RCC, AWS/Azure/Dropbox etc, and HPC platform (eg. NeSI, KISTI etc)

Emails

If important info that need to be shared with other team members only resides in the mail, consider forwarding those messages to the relevant team member or create wiki page

Service accounts

Check if you have signed up any service under name should be handed over to the other members. eg. AWS, Jira, Github, auth0, google api etc.

Miscellaneous

1. Room key : Return to Elizabeth.

UC IT account

If you want to continue to have UC IT account, you need to acquire Person of Interest stats Send Elizabeth Ackermann <elizabeth.ackermann@canterbury.ac.nz> this message (CC to Brendon)

My fixed term contract ends soon however I will still be interfacing with a research group here at UC. As such are you able to mark me as a Person of Interest (POI) to enable my UC (staff account XXX) computer access to continue?

My supervisor at UC, Prof. Brendon Bradley is supportive of this and can provide a statement if necessary.

I look forward to your response,

Kind regards,
XXX

You will need to complete this online form: <https://ucshare.canterbury.ac.nz/management/dep/dep013/Pages/Request%20POI.aspx>