

Request for Account Delete

Complete, print, sign and submit this form to the appropriate Account Representative listed on the next page to have the COSMOS Account deleted. An Account Representative is the person who authorizes deletion of the COSMOS roles managed by their Department. For example, if you are requesting deletion of an Account viewing Undergraduate Admission data, your request will need to go to the Account Representative for Undergraduate Admissions. The Account Representative sends a Service Request to the 24/7 IT Support Center Administrative and Instructional Support team to delete the end users COSMOS Account access.

EMPLOYEE INFORMATION	
Full Name:	UA NetID:
EID (Employee ID Number):	
Date account delete is effective:	
Reason for Deletion:	
No longer University Employee	
Transferred to New Department—New Dept. Name (if known):	
COSMOS Access No Longer Required	
Misuse of Account	
Delete Requested by (print name):	
Signature: _____	Date: _____
For Account Representative Use Only	
Account Representative Name: _____	Date: _____
Service Request #: _____	
Roles Deleted: _____	

Account Representatives

Undergraduate Admissions

Primary Account Representative:

Cherlyn Strong, Office of Admissions
Nugent Building, Room 20
PO Box 210040
cstrong@arizona.edu
(520) 349-6956

Secondary Account Representatives:

Jeremy Potts, Office of Admissions
Nugent Building, Room 9
PO Box 210040
jeremyp@arizona.edu
(520) 626-5169

Financial Aid

Primary Account Representative:

Theresa Allen, Office of Student Financial Aid
Administration Building, Room 203
PO Box 210066
taallen@email.arizona.edu
(520) 626-7318

Secondary Account Representatives:

Sandra Vergara, Office of Student Financial Aid
Administration Building, Room 203
PO Box 210066
svergara@email.arizona.edu
(520) 621-2051

Ellen Fishman, Office of Student Financial Aid
Administration Building, Room 203
PO Box 210066
ellenf@email.arizona.edu
(520) 626-6809

EMSG

Becky Ezzo
1619 E Helen St
PO Box 210409
ezzo@u.arizona.edu
(520) 621-5945

Bursar's Office

Account Representatives from the Bursar's Office request deletion from COSMOS roles via the Account Representative of Financial Aid.

Mark Barton, Bursar's Office
bartonm@arizona.edu
(520) 621-1121

Graduate Admissions

Primary Account Representative:

David Soroka, Graduate College
Administration Building, Room 322
PO Box 210066
dsoroka@grad.arizona.edu
(520) 621-5771

Secondary Account Representatives:

Teresa Embry, Graduate College
Administration Building, Room 322F
PO Box 210066
tembry@grad.arizona.edu
(520) 626-8851

Tom Rhodes, Graduate College
Beal Center, Room 206
PO Box 210134
trhodes1@grad.arizona.edu
(520) 621-1984

Office of the Registrar

Primary Account Representative:

Irene Delgado, Office of the Registrar
Administration Building, Room 210
PO Box 210066
idelgado@email.arizona.edu
(520) 621-4755

Secondary Account Representatives:

Annette Orozco Bhatia, Office of the Registrar
Administration Building, Room 210
PO Box 210066
aorozco@email.arizona.edu
(520) 621-0976

EMSG

Becky Ezzo, EMSG
1618 E Helen St
PO Box 210409
ezzo@u.arizona.edu
(520) 621-5945

Toni Holloway, EMSG
1618 E Helen St
PO Box 210409
thollowa@u.arizona.edu
(520) 626-2260

Traci Sitzmann, Bursar's Office
sitzmann@arizona.edu
(520) 621-4711