

## Termination of Employee Disable Ashley System Accesses

As part of the termination process of an employee in Your Self-Service, you will need to request in Ashley IT Service Portal “Cherwell” to disable the employee’s system access for other Ashley Systems. To make the request to IT, please follow these steps.

1. Go to AshleyNow and click on the Ashley IT Service Portal at the top of the screen.



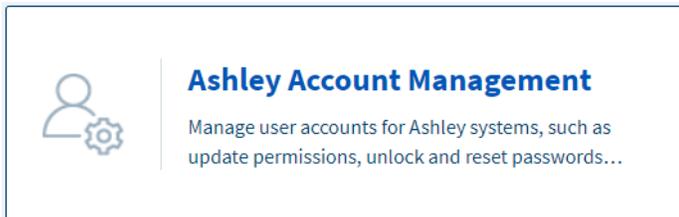
[AshleyNOW Home](#)

Or click [https://ashley.cherwellondemand.com/CherwellPortal/IT?\\_af=2fb0410c#0](https://ashley.cherwellondemand.com/CherwellPortal/IT?_af=2fb0410c#0)

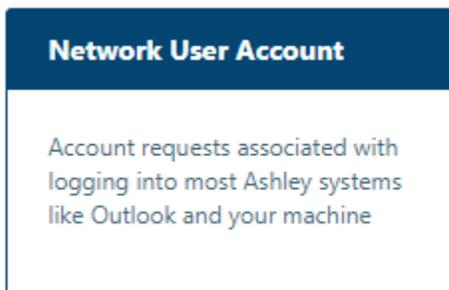
2. Once signed in, select “Get Help”.



3. Next, select Ashley Account Management.



4. Click on “Network User Account”.



5. Click on “Submit Incident”.



6. In the "Please describe the issue you're having" box, type the following message:  
"Please remove the network account for John Doe (Employee Number #123456) as they are no longer the company."

In the "Does this prevent you from doing your work" box, select "Work not affected". Click submit when finished.

Network User Account Add to My Favorites Submit

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If your issue is an urgent matter please call the IT Service Desk at 866-289-7311 or [chat live](#) with us.

Please describe the issue you're having:

Does this prevent you from doing your work?