**How to Transfer Onwership of Forms From Terminated Owner**

**Accenture Federal Services**

**Operations Center**

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# Introduction

When users are terminated, their forms become inaccessible after a period. To transfer ownership of these forms within 30 days, follow this SOP.

# Prerequisites

## Azure Role Activation

The technician will enable the “Global Administrator” role in Azure AD for the tenant.

## Conditions for transferring Form ownership

The employee whose form you want to transfer has an account that has been deleted or disabled.

The form is transferred within 30 days of when an account was deleted.

# Standard Operating Procedure

## Procedure

# If all requirements are met, you may transfer form ownership. In the address bar of your browser, replace the existing URL with the following:

https://forms.office.com/Pages/delegatepage.aspx? originalowner=\*email address\*

user email = Email address of the form owner that has left your organization and/or whose account has been disabled. For example, if the form owner ("Jason Fabian") left your organization ("Contoso"), your workaround URL would look like this:

<https://forms.office.com/Pages/delegatepage.aspx?originalowner=JasonFabian@contoso.com>

NOTE – please check @accenturefederal.com, @afs365.onmicrosoft.com for commercial and for defense, check @accenturefederaldefense.com, @afs.com, and @afsdefense.onmicrosoft.com for GCC.