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## Common Issues – Expired User Account

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### Overview

This Guide runs through the process of requesting User Account expiry.

### Process

Please have your manager put forward a request to CUE HR (Jane Rawlings-Purcell) to have your account extended.

By default, temporary/short term contracts have automatic expiry dates set, as denoted by the contract period.

### Responsibility

Line Manager to request permissions.

CUE IT Support to grant access.