



Wright State University  
Computing and Telecommunications Services (CaTS)  
025 Library Annex  
937.775.4827 | 1.888.775.4827  
helpdesk@wright.edu

# Alumni Account: Request to Close

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To request the closing of your Wright State University Alumni Account, carefully follow the instructions listed below:

1. Using your Wright State University email address, send a request for your Alumni account cancellation to: **helpdesk@wright.edu**. The subject of the email should read: **Close WSU Alumni Account**. Also, be sure to include your name in the message body.
2. Before we close your Alumni account, we will send a verification request to your Wright State University email address. If you do not reply back to the verification request (using the Reply button in your email application so that the original verification request is included in your response), the account will **NOT** be cancelled. If you reply back to the verification request, your account will be discontinued within three business days after the reply is received.