BMC Off-Boarding Computing Checklist

Last Modified on 05/02/2024 2:00 pm EDT

The following applies to **departing BMC faculty/staff**. For new hires, see BMC On-Boarding Computing Checklist.

When: you know an employee is leaving

> **Attention:** This should occur ASAP, once you're aware they're leaving.

1. Have them review Leaving Bryn Mawr College
2. Determine **existing** computing equipment
   - College-provided primary computer?
   - Departmentally-owned computer?
   - Monitors and other peripherals?
3. Contact LITS with the above information to schedule **retrieval** and/or **reimaging** of said equipment

When: the employee leaves

1. Determine their **telephone extension**
2. Contact LITS with the above information to have their extension **removed** or **reassigned**

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmawr.edu | Service catalog
Location: Canaday Library 1st floor