

Leaving Bryn Mawr College

Last Modified on 03/05/2024 1:03 pm EST

Use the **information linked below** to ensure your transition from the College is as smooth as possible!

See also:

- [Alumnae/i Benefits](#) on the College website
- [Server Accounts and Access](#) on the College website

Account closure dates

Warning: All changes to account access are automatic. LITS is unable to do the following:

- Manually reopen accounts
- Recover Microsoft 365 emails or files

Attention Faculty and Staff: College computers must be returned to LITS on or before your final day at the College.

Service name	Students	Faculty and staff	<u>Actively teaching Faculty</u>
BIONIC	N/A (see below) ¹	Final day at the College	30 days after departure
Building access	N/A	Final day at the College	Final day at the College
Domain of One's Own	90 days after graduation	Final day at the College	Final day at the College
Library borrowing ²	Last day of Finals Week	Final day at the College	Final day at the College
Email, OneDrive, and Microsoft 365	90 days after graduation	Final day at the College	30 days after departure

Service name	Students	Faculty and staff	Actively teaching Faculty
Moodle	90 days after graduation	Final day at the College	30 days after departure
Network drives (H:, S:, O:, etc.)	90 days after graduation	Final day at the College	30 days after departure
Voicemail	N/A	Final day at the College	Final day at the College

¹ You will no longer see registration panels or student employment information.

² Student borrowing permissions are extended until the end of Senior Week for seniors who have no outstanding loans or fines.


Email and calendar

Before you lose access to your email (see the table above), complete any of the following items:




Export emails



Automatic Reply  to notify contacts of your departure



Email forwarding (alums only)

Attention: Your College email account will be deleted 90 days after you lose access, at which point all incoming emails will receive a bounce message *.

*unless you are forwarding (alums only)

Data backup

Be sure you've backed up any data stored in the following locations:



[College computer](#)
(faculty and staff only)

[College network drives](#)
(such as H:, S:, O:)

OneDrive:

- [Download files](#)
- [Manage permissions and file ownership](#)

Warning: Certain categories of data are subject to legal & ethical restraints, and to **download them is a violation of College policy**. See the College's [Data Handling Policy](#) and [Data Handling Storage Guidelines](#) for more information.

Other services



[Requesting Transcripts](#)
(alums only)



[Domain of One's Own:](#)
migrating your domain



[Library Borrowing](#)
(alums only)



[Moodle: exporting files](#)
and coursework

Microsoft Office: When [Microsoft 365 access ends](#), you won't be able to use any Microsoft Office apps installed on your personal computer. Your files won't be deleted from your computer, but you'll need to use another app or purchase a Microsoft Office/365 license to open them.

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