

# Leaving Bryn Mawr

Last Modified on 06/26/2024 3:01 pm EDT

We're sad to see you go! Use the links below to ease your transition.

!

! !

## Attention Faculty and Staff:

Have you completed the [Departure Form](#)? If not, please **do so ASAP!**

### See also:

- [Alumnae/i Benefits](#)
- [Server Accounts and Access](#)

## Account closure dates

Changes to account access are automatic, and thus **LITS is unable** to do the following.

- Manually re-open account(s)
- Recover Microsoft 365 emails or files

Service	Students	Faculty and staff	<u>Actively teaching Faculty</u>
BIONIC	N/A <sup>1</sup>	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

Service	Students	Faculty and staff	Actively teaching Faculty
Library borrowing <sup>2</sup>	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
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

<sup>1,2</sup>**Note:** Students

- You will retain access to BIONIC, but no longer see registration or student employment information.
- Borrowing is extended until the end of Senior Week for seniors without outstanding loans or fines.

## Email and calendar



Exporting emails



Automatic Reply [↕](#) to notify contacts of your departure



Email forwarding (alumni only)

**Attention:** Your College account will be **deleted 90 days after you lose access**, after which all incoming emails will receive a **bounce message** [↕](#) - unless you are **forwarding** (alumni only).

# Data backup



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



[Network drives](#)  
(H:, S:, O:, etc.)



[OneDrive](#): Download files  
and revoke sharing

**Warning:** Some data is subject to **legal and ethical restraints**, and its download is a **violation of College policy**.

- [Data Handling Policy](#) ↴
- [Data Handling Storage Guidelines](#) ↴

# Other services



[Requesting Transcripts](#) ↴  
(alumni only)



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



[Library Borrowing](#) ↴  
(alumni only)



[Moodle:](#)  
Export files and  
coursework

**Note:** Microsoft 365 access

If you installed the [College's Microsoft Office on your personal device](#), you will no longer be able to access these applications (e.g., Word, Excel, PowerPoint, etc.) [when your access ends](#). **Your files will not be deleted**.

You will need to **acquire another application** to edit Word, Excel, and PowerPoint files.

- Purchase a [Microsoft Office license](#) ↴
- Purchase a [Microsoft 365 subscription](#) ↴

- Use an open-source alternative (e.g., [LibreOffice ↗](#))

## 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](mailto:help@brynmawr.edu) | [Service catalog ↗](#)

**Location:** Canaday Library 1st floor

---