

Information Technology Services - May 2023

# Your Smith Account after Graduation

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# AGENDA

- When account access is ending
- What to expect
- How to prepare and take your data
- Where to get help
- Q&A

# Return borrowed equipment!

- Return to the service point location where you picked up the items ASAP:
  - Drop off at Stoddard Hall, Room 203, 9 am - 4 pm
  - Drop off at Neilson Library, Central Service Point, 9 am - 5 pm
- No appointment necessary

For detailed instructions and  
video\*, visit:

[smith.edu/tara/accounts\\_passwords/new\\_grads.html](https://smith.edu/tara/accounts_passwords/new_grads.html)

\*video available later in May

When?

**Your Smith account  
expires in September**

# When in September?

- The exact date will be **sent in an email** to your Smith account
- Look for the message:

**From:** Smith\_College\_Account\_Creation@smith.edu

**With the subject line:** Access to your Smith account will expire

# Working at Smith after Graduation

- Your account should be set up with your new role in Workday. Work with your hiring manager and Human Resources if you have any concerns.

# Continuing in Smith Grad Program

- Your account will automatically be extended

# What to Expect



# What Expires?

## Access to:

- Gmail, Google data, Drive files and folders
- Google Workspace apps - Docs, Sheets, Slides, Forms, Sites
- Moodle
- Smith Zoom account and recordings
- Slack
- Free Office 365 through Smith licensing
- LinkedIn Learning - content through Smith's license (LinkedIn is separate)
- Other Smith-licensed software (Adobe, software through sciences, labs etc.)

# Access to Workday

For students employees: access to pay stubs and tax forms available in January (W-2s, 1099s)

**This summer** - Look for **two** emails on how to access Workday:

- From: [smithcollege@myworkday.com](mailto:smithcollege@myworkday.com)
- A new/different link to Workday - **bookmark this!**
- **First email** - contains your new Workday **username**
- **Second email** - contains your new Workday **password**
- Email [workday-help@smith.edu](mailto:workday-help@smith.edu) for assistance

# Requesting Transcripts

- Visit [smith.edu/about-smith/registrar](https://smith.edu/about-smith/registrar)



**REGISTRAR**

**TRANSCRIPTS & ENROLLMENT  
VERIFICATION**

**DATES & DEADLINES**

**UNDERGRADUATE DEGREE  
REQUIREMENTS**

**MAJORS, MINORS, FIVE  
COLLEGE CERTIFICATES &  
CONCENTRATIONS**

**ACADEMIC POLICIES &  
GUIDELINES**

# OneCard

- Alumni cards will be available end of June
  - There is a \$15 fee for the card
  - Cards used @ the Libraries and the Gym
- Campus cash balances will be refunded **SOMETIME after June 30**
  - Refunds will be sent to your bank on record in Workday

Check out the Alum Page [smith.edu/about-smith/alum](https://smith.edu/about-smith/alum)

# How to Prepare

# Duo Reminders

Prepare BEFORE you get a new phone - or lose your phone

- **Register another device now if you haven't already**  
[smith.edu/tara/security/duo\\_phone\\_number.html](https://smith.edu/tara/security/duo_phone_number.html)

No cell service, remember you can use the Duo app to get a code to authenticate

- [smith.edu/tara/security/travel.html](https://smith.edu/tara/security/travel.html)

# Accounts Using <uname>@smith.edu

- **Update any external accounts, websites and subscriptions** tied to your Smith email address or Smith account
  - For example: YouTube, Facebook, Twitter, Instagram
- Wherever you used your Smith email as:
  - your login
  - backup email address
  - email for sending security/verification codes

# Handshake

- Access after you leave Smith **will not expire**
- Add a personal email address and set as primary:
  1. At the top right corner of the Handshake landing page, select your initials or profile picture
  2. From the dropdown list, select **Settings**
  3. Under **Emails**, choose **Add another email**
  4. Enter and confirm your personal email address
  5. To the right of the new email address, select the three dots (...) and select **make primary**



# LinkedIn Learning & LinkedIn

## LinkedIn account access:

- If you used your Smith email address to sign in, add a secondary email address and **make it primary**

## LinkedIn Learning:

- Access to the Learning content through Smith **will expire**

## Learning activity/history

- You can sync your learning across LinkedIn **Learning** accounts (if you have another Learning account).
- You may want to “Disconnect your LinkedIn account from your [Smith] LinkedIn Learning”

# Your Smith Email Account

- Let people know your new email address
  - Turn on **Vacation Responder** (active until September)
- Don't miss messages
  - Activate **email forwarding** (active until September)

Transfer Your Data

# Save Moodle files

- Export Moodle Work using **Portfolios**



The screenshot shows a Moodle forum interface. At the top, there is a navigation bar with 'SmithMoodle', 'Smith', 'Email', 'Portal', and 'Moodle Help'. Below this, the forum title is 'Questions for Tuesday'. The main content area shows a post titled 'How does the [blurred text]?' with a 'Settings' icon. A breadcrumb trail indicates the post is in the 'Social Media and Gender Trouble' category. A dropdown menu is set to 'Display replies in nested form'. The post content is mostly blurred. At the bottom right of the post, there are three buttons: 'Permalink', 'Reply', and 'Export to portfolio'. The 'Export to portfolio' button is highlighted with a pink box, and a pink arrow points to it from the right.

# Save Zoom Cloud Recordings

- **Download** cloud recording files (e.g. video, audio transcripts, and chat files) from your Zoom account

The screenshot shows the Zoom Cloud Recordings interface. At the top, there is a navigation bar with the Zoom logo, menu items (Products, Solutions, Resources, Plans & Pricing), and user options (Schedule, Join, Host, Whiteboard). A search bar and support information are also present. The main content area is titled 'Cloud Recordings' and 'Local Recordings'. It features search filters and an 'Export' button. Below this is a table of recordings with columns for Topic, ID, Start Time, and File Size. A dropdown menu is open for the 'Graduating Seniors' recording, showing 'Download (2 files)' and 'Delete' options. Red callout numbers 1, 2, and 3 highlight the browser address bar, the 'Cloud Recordings' tab, and the 'Download' button respectively.

Topic	ID	Start Time	File Size
[REDACTED]	[REDACTED]	Nov 4, 2022 02:47 PM	2 Files (138 MB)
Graduating Seniors	[REDACTED]	May 12, 2022 03:03 PM	1 File (242 KB)
Graduating Seniors	[REDACTED]	May 12, 2022 09:50 AM	4 Files (109 MB)

# Transfer Your Google Data



# Portfolio Websites or Other

## Google Sites sites ([sites.google.com/smith.edu](https://sites.google.com/smith.edu))

1. Share with your personal Google account
  - a. Go to Share settings and enter your personal Google/Gmail account
  - b. De-select “Notify” when sharing (it will error if you don’t do this)
  - c. Select **Share** then **Share anyway** at the next prompt
2. From your personal account, access the site and **Make a copy**

## Your WordPress Site ([sites.smith.edu/](https://sites.smith.edu/))

1. For ongoing access, request that your permanent/personal email address be added to the WP site (email LRT contact or [ithelp@smith.edu](mailto:ithelp@smith.edu))
2. From your personal account, access the site & export to another service

# Decide What to Take or Transfer

BEFORE you start:

- **Clean out** Drive files and folders, email messages, etc.
- Keep in mind: Google personal accounts have **15 GB limit**.  
Consider deleting large files and messages with large attachments
- **Allocate** plenty of **time** (hours, days) for the steps listed



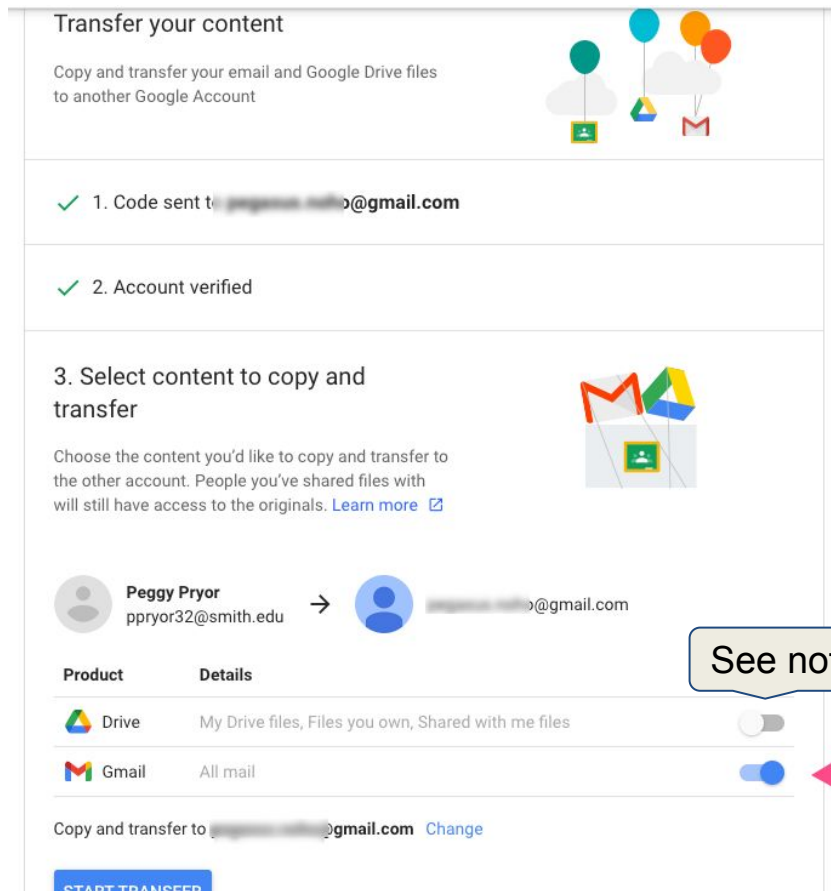
# Transfer **Smith Email** to personal gmail

Transfer @  
[takeout.google.com/transfer](https://takeout.google.com/transfer)

- Select **Gmail** only
- Do NOT select Drive\*

Messages will be automatically copied/transferred to the personal email account.

\*not recommended because selecting Drive will copy every file that is listed under Shared with Me



The screenshot shows the 'Transfer your content' step of the Google Takeout process. It includes a progress list with two completed steps: '1. Code sent to [redacted]@gmail.com' and '2. Account verified'. Step 3, '3. Select content to copy and transfer', is active. It features a table with columns 'Product' and 'Details', and a 'Copy and transfer to' field. A pink arrow points to a 'See note\*' callout box on the right side of the screenshot.

Transfer your content

Copy and transfer your email and Google Drive files to another Google Account



✓ 1. Code sent to [redacted]@gmail.com

✓ 2. Account verified

3. Select content to copy and transfer

Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)

Peggy Pryor ppryor32@smith.edu → [redacted]@gmail.com

Product	Details	
 Drive	My Drive files, Files you own, Shared with me files	<input type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to [redacted]@gmail.com [Change](#)

[START TRANSFER](#)

See note\*

# Drive File Ownership

Transfer ownership of files and folders that belong to Smith, your student org, your department, professor etc.

1. If the files/folders are owned by you and are in your My Drive, **move them** to a Google Shared Drive that you are a Manager or Content Manager of. Moving files preserves document history.
2. If files/folders are stored in a Google Shared Drive folder that you are the manager of, make sure that there is **another Smith member with Manager** permissions

Visit [Transfer Ownership of Google Drive Files](#) for details.

# Takeout: Export My Drive Files

Takeout @ [takeout.google.com](https://takeout.google.com)

Drive options & settings

- **Deselect all**
- **Format:** default options
- **Advanced:** select all options
- **Data included:** select folders

A Zip file will be created. You can then download to a personal device, import, etc.

CREATE A NEW EXPORT

1 Select data to include 54 of 55 selected

Products [Deselect all](#)

Data Shared for Research  
Responses saved with your Google Account from your participation in Google research studies and projects.

Drive  
Files you own that have been stored in your My Drive and Computers. [More info](#)

Fit

For detailed instructions and  
video\*, visit:

[smith.edu/tara/accounts\\_passwords/new\\_grads.html](https://smith.edu/tara/accounts_passwords/new_grads.html)

\*video and updates available later in May

# Need assistance?



**[ithelp@smith.edu](mailto:ithelp@smith.edu)**



# Questions?



Thank you  
for joining us today!



SMITH  
COLLEGE