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

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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

*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

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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

- A new/different link to Workday - bookmark this!

- **First email** - contains your <u>new</u> Workday **username**

- **Second email** - contains your <u>new</u> Workday **password**

- Email workday-help@smith.edu for assistance

Requesting Transcripts

- Visit smith.edu/about-smith/registrar

REGISTRAR

TRANSCRIPTS & ENROLLMENT VERIFICATION

DATES & DEADLINES

UNDERGRADUATE DEGREE REQUIREMENTS

MAJORS, MINORS, FIVE COLLEGE CERTIFICATES & CONCENTRATIONS

ACADEMIC POLICIES & GUIDELINES

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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

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

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

- 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 <u>account access</u>:

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

LinkedIn <u>Learning</u>:

- 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**

Save Zoom Cloud Recordings

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

Transfer Your Google Data

Portfolio Websites or Other

Google Sites sites (*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/*)

1. For ongoing access, request that your permanent/personal email address be added to the WP site (email LRT contact or 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
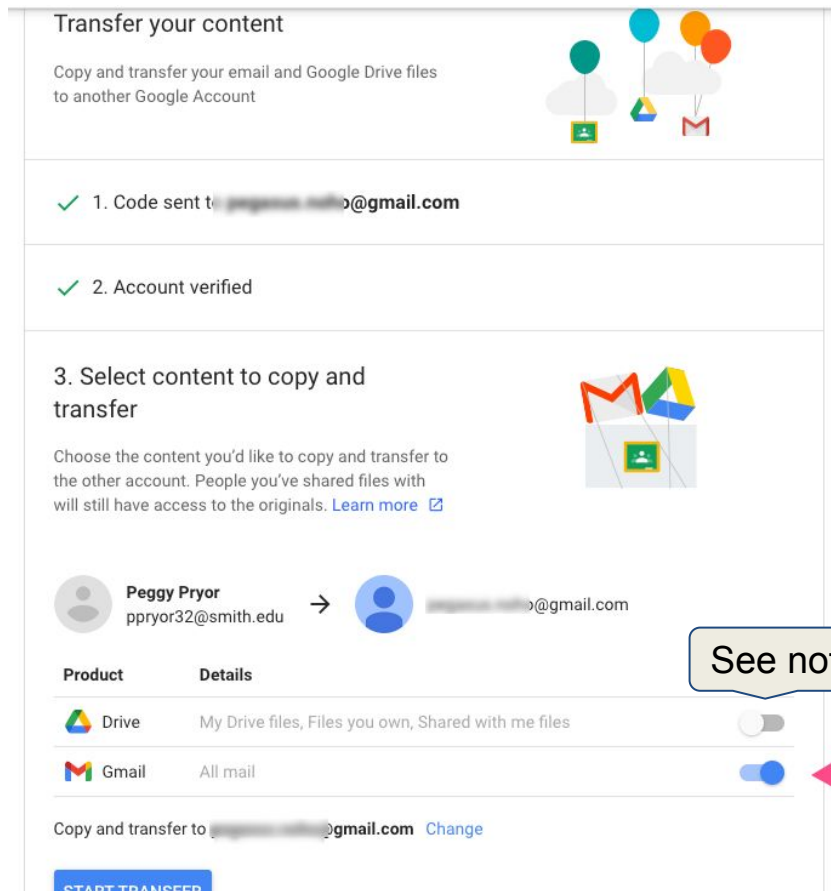
Transfer Smith Email to personal gmail 📧

Transfer @
takeout.google.com/transfer

- 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

🛆 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

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.

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*video and updates available later in May

Questions?

Thank you
for joining us today!