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

*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

● 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 for assistance
Requesting Transcripts

- Visit smith.edu/about-smith/registrar
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 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**
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](http://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.
For detailed instructions and video*, visit:

smith.edu/tara/accounts_passwords/new_grads.html

*video and updates available later in May
Need assistance?

ithelp@smith.edu
Questions?
Thank you for joining us today!