Your Smith Account after Graduation

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For detailed instructions, visit: smith.edu/tara/accounts_passwords/new_grads.html

New website launching in August. Search by topic.
AGENDA

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

- Return to a service point location:
  - Drop off at Seelye Hall basement, Room B8, 9 am - 4 pm
  - Drop off at Neilson Library, Central Service Point, 9 am - 5 pm
- No appointment necessary
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
Access to Workday

- Workday link via portal.smith.edu will no longer work as soon as you receive your Workday email messages with the new URL and your new username & password

- Next tax season, you will use the new URL and new account information to get your W-2s and other pay stub information

Email workday-help@smith.edu for assistance
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
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)
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
Export Your Data
Save Moodle files

- Export Moodle Work using **Portfolios**
- smith.edu/tara/moodle.html
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 site *(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
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.
Check Your Current Usage

Graduating Students
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 and Drive files to personal gmail

Transfer tool: takeout.google.com/transfer

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

Details at: smith.edu/tara/after_smith/personal_gdrive.html
As an Alum
OneCard

● **Alumni cards**
  ○ There is a $15 fee for the card
  ○ Cards used @ the Libraries and the Gym
  ○ Can be requested anytime after June, including years from now!

● **Campus cash balances will be refunded sometime in June**
  ○ Refunds will be sent to your bank on record in Workday
  ○ No bank account on file in Workday? Will take longer.
Requesting Transcripts

- Visit smith.edu/academics/registrar
Services for Smith Alumnae

smith.edu/about-smith/alum
Library Services for Smith Alumnae

Visit https://libraries.smith.edu/services/alumnae for details

- Services vary by location i.e. on campus vs. off campus
- Off-campus access to databases:
  - Access is available through the Smith College Alum Network ble to connect to these databases through the Libraries website
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 (LI) account access:**
- If your LI profile uses your Smith email address to sign in, add a second personal email address and make it the primary.
  - LinkedIn How-To: [https://www.linkedin.com/help/linkedin/answer/a519904](https://www.linkedin.com/help/linkedin/answer/a519904)

**LinkedIn Learning (LiL)**
- Access to LinkedIn Learning content is through the Smith Network for alums.
- Note that before your Smith account expires (over the summer), you might see a choice to access the two different instances: LiL for alums and LiL for Smith

**Your learning activity/history**
- If you want your existing learning history to carry over, make sure you’ve connected your learning to a LinkedIn account/profile AND that it uses a non-smith.edu email address - update it if needed!
Career Connect

- Will have access to Career Connect
- In June you’ll receive an email from the Lazarus Center with information on how to update your sign-in information with a personal email as they convert the account into an alum account
For detailed instructions, visit:

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