Information for Departing Faculty and Staff

1) Your College Accounts
   a. BiONiC
      After leaving the College, you will retain access to your Payroll and W2 history in BiONiC for 3 years. All other BiONiC security access will end after your final day at the College.

   b. Office 365
      After leaving the College, you will retain access to your College Office 365 account (which includes email, calendars, and OneDrive) for 30 days after your departure. Please use this time to back up any information you may want to keep. You can find instructions for backing up your email account and OneDrive here: [http://techdocsblogs.brynmawr.edu/5691](http://techdocsblogs.brynmawr.edu/5691)
      If you have downloaded Microsoft Office from your College Office 365 account to your personal computer, you will be able to keep that copy of Microsoft Office on your computer.

   c. Moodle
      If your role within the College granted you access to Moodle, you will retain access 30 days after your departure. You will no longer have access to Moodle or any of the files you have stored there. Please download and save any files you feel you may need in the future.

   **Note:** All changes except for your equipment removal are automatic and based on your departure date. LITS is not able to manually reopen a College account.

2) Network Storage
   You will retain access to your personal and departmental network storage (H: and S: drives) for 30 days after your departure. Please use this time to back up any information you may need. You can access these drives from off campus by visiting [http://ingress.brynmawr.edu/](http://ingress.brynmawr.edu/)

3) Data
   Personal data from your College computer and H: drive can be backed up to an external hard drive, a flash drive, or an online data storage service. Please speak with your technician regarding which method is best for you. Before you back up any personal data you wish to keep, discuss with your department to make sure they have any information they'll need from the account.

   **Note:** Some data may be subject to legal & ethical restraints and may be a violation to take with you. This data can include student/class data and data related to College processes. If you are unsure what information is permissible to take with you as you depart, please consult with your department and Human Resources and see the Data Handling Policy at [http://www.brynmawr.edu/computing/policies/DataHandlingPolicy.htm](http://www.brynmawr.edu/computing/policies/DataHandlingPolicy.htm)

4) Your Computer/Equipment
   All computers and equipment, including grant funded equipment, will need to be returned to the College. After the official date of departure, the computer(s) and/or equipment will be wiped of its data. Once the wipe is complete, there is no way to restore the data.
5) Library Access
All library borrowing privileges end on your final day at the College. If you are also Bryn Mawr College alumni, you may request alumni borrowing privileges on the Library web site here: https://brynmawr.wufoo.com/forms/borrowing-privileges/ More information about Bryn Mawr College borrowing policies can be found here: http://www.brynmawr.edu/library/BorrowingPolicies.html

6) Voicemail
After you depart, your voicemail is emptied and all settings are reset. The phone extension is then assigned to another employee.

7) Building Access
OneCard door access ends on your final day at the College. You will still have access to any public buildings on campus, but will not be able to access secured spaces.

If you have any questions or problems, contact the Help Desk at x7440 or help@brynmawr.edu