

Going on Sabbatical: Things to Know

When preparing to go on sabbatical leave, there are a few things to keep in mind to make your transition to and from campus, as well as your time away, as smooth and easy as possible. This document offers a few things to think about and prepare for which might come up while you are away from campus.

Bryn Mawr Account and Password

- Bryn Mawr passwords expire every 6 months. Beginning 30 days before the password expiration date, you will receive notifications via email that the expiration date is approaching.
- To ensure that your account remains accessible while on leave, we suggest that you reset your password at <http://password.brynmawr.edu> just before leaving. You should also set up security questions to manage your password online.
- For more information, consult: <http://techdocs.blogs.brynmawr.edu/328>

Webmail

- Your Bryn Mawr email account will remain active. Before you depart, you may want to set up an automatic out-of-office response, as well as filter or unsubscribe from any listservs that may not be relevant to you while on leave.
- Auto-reply and other email settings can be found by clicking on the gear icon at the top right of your online webmail.

Voicemail

- To access your College voicemail from off campus, dial **(610) 526-5555** and follow the prompts. Your mailbox number is your college phone extension. If you have forgotten your PIN code, please contact the Help Desk or reset it at <http://voicemail.brynmawr.edu>.

Off-Campus File Access

- Files stored in your network home directory can be accessed off-campus through <http://ingress.brynmawr.edu>.
- More information on off-campus file access can be found at <http://techdocs.blogs.brynmawr.edu/1019>.

Off-Campus Library Access

Library resources can be accessed off-campus by logging in to **EZProxy**, located at <http://proxy.brynmawr.edu>. Off-campus file access and EZProxy are incompatible, so you will need to disconnect from the VPN (if currently connected) in order to use EZProxy. More information is available at <http://www.brynmawr.edu/library/offcampus.html>.

Faculty/Staff Loaner Laptops

- If you are not already in possession of a College-owned laptop, you may request a laptop for use during the length of your leave. The loan period is typically one semester, though in some cases it may be up to one year.
- More information on faculty loaner laptops can be found at <http://www.brynmawr.edu/computing/policies/LaptopLoaners.htm>, where there is also a link to the online request form.
- If you do choose to request a loaner, make sure you include requests for any specialized software you will need to have installed on the computer.
- Keep in mind that the loaner laptop pool is very limited, so please submit any requests in advance (at least 48 hours notice).

Software Upgrades

- If a software upgrade is released while you are away, it will automatically install the first time you log into your College computer while on campus. If you would like to ensure that you have the latest updates for your software, contact the Help Desk before you leave; a technician can then meet with you to review your software and make sure you have what you will need.

Library & Information Technology Services

Internet Safety

- If you are abroad and you feel your account has been compromised or suspect anyone may have had access to your account, change your password immediately.
- After you reset your password, review your email settings under the settings gear in webmail and make sure that they are as you set them, and that nothing seems unusual.
 - If problems persist, call the Help Desk and we can assist you further.
- Remember: No legitimate institution (including Bryn Mawr College) will ever ask you for your password, and it should never be given out under any circumstance.

Technical Support

- The Help Desk is available at (610) 526-7440 and help@brynmawr.edu.
- Call the Help Desk as soon as you notice a problem; we can troubleshoot over the phone or work with you to provide repairs while you are away.
- Talk to your department about purchasing new computers with departmental or grant funding.
- Ensure you have a supported antivirus installed before leaving (such as Sophos).
- If you suspect you have a virus, call the Help Desk for instructions on how to run a full scan.
- Stay up-to-date on computing issues and news at <http://lits.blogs.brynmawr.edu>.