

Alumni Access to St. Norbert College Computing Resources

St. Norbert College offers alumni Zimbra (e-mail) accounts to all alumni at no charge. These accounts are available at any time to any St. Norbert College alumni, and may be used indefinitely, as long as they are kept active.

Alumni must adhere to the St. Norbert College *Computing and Networking Appropriate Use Policy*, available on the handouts page at <http://www.snc.edu/go/aup>. Policy violation will result in immediate termination of the account.

Alumni accounts cannot be used to log in to computers in the Library or computer labs. In order to log in to computers in the Library, alumni must request a temporary account from Library staff. Alumni are expected to relinquish their computer if it is needed by a current student, staff, or faculty member.

After you graduate

After you graduate from St. Norbert College, your student account will remain active until after the official graduation date in the College's computer systems (this date varies from year to year). Until that date, you may still use the campus computer labs/Library, log in to computers, and use your e-mail as a student.

After the official graduation date, your student account will automatically be converted to an alumni account, and the files on your M drive will be retained (they will not be deleted). However, because alumni accounts have less network storage space than student accounts, if you wish to continue using your M drive, you will need to reduce the amount of space you use on your M drive to less than 5MB. You will still be able to access your M drive files via the web at <http://www.snc.edu/netstorage>.

Warning: Unused accounts are deleted

Alumni accounts that are **not used for 180 days** will be **deleted**, unless the e-mail address is being forwarded. This means that if you do not log in to your e-mail or the campus network for 180 days, and do not have your SNC e-mail forwarded, your account and all of your files will be permanently removed.

Applying for an alumni account

If you are a graduating senior, you do not need to apply for an alumni account. Your student account will become an alumni account automatically. If you've already graduated and have let your account lapse (i.e., if you no longer have an active SNC account), you will need to complete the *Alumni Account Application Form*, available at <http://www.snc.edu/techsupport/forms/alumapp.html>.

Forwarding your e-mail

If you choose, you may forward your SNC e-mail to another e-mail address. For information about forwarding your e-mail, go to the *Computer Account Management* page at <http://www.snc.edu/pw>.

If you are still a student and are currently forwarding your SNC e-mail to another address, your e-mail forwarding will remain in place when your student account is converted to an alumni account.

Printing

Due to the College's print accounting system, the only place on campus where alumni can print is in the Library. Please inquire at the Circulation desk for details. Alumni pay for printouts at the Circulation desk in cash at the rate of \$.05 per black & white page and \$.20 per color page.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu.