

Retiree Accounts

St. Norbert College offers network/e-mail accounts to retiring St. Norbert College employees at no charge. Retiree accounts may be used indefinitely, as long as they are kept active.

The computing resources available with retiree accounts include:

- Continued use of your account on the campus computer network, with 20MB of disk space for file storage (M drive).
- The same login ID, e-mail address, and password that you used as an employee, and,
- Continued use of your St. Norbert College mail account (which you may forward to another address if you wish).

When you retire

Until your official retirement date, you may still log in to the network and use your e-mail as an employee. On your official retirement date in the College's computer systems, your computer account will be automatically converted to a retiree account.

The files on your M drive will be retained (they will not be deleted). However, because retiree accounts have less network storage space than employee 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 20MB.

Warning: Unused accounts are deleted

Retiree 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.

Retiree account policies

- All retired employees must adhere to the St. Norbert College Computing and Networking Appropriate Use Policy, available at <http://www.snc.edu/go/aup>. Any violation of the policy will result in immediate termination of computer access.
- This service is available to employees who retire from St. Norbert College, and may be used indefinitely.
- Retiree accounts that are **not used for 180 days** will be **deleted** (see above).

Applying for a retiree account

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

Forwarding your e-mail

If you choose, you may forward all e-mail messages sent to your SNC e-mail address to another e-mail address. This allows your correspondents to continue to send e-mail to your SNC address, and assures that those messages will reach you, even though you are using a different address. For instructions, see the **Computer Account Management** page at <http://www.snc.edu/pw>.

Assistance and questions

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