

Retiree Accounts

When You Retire

When you retire from St. Norbert College, your network and e-mail accounts will be deleted, unless you apply for a retiree account before the date of your retirement. Until your official retirement date, you may still log in to the network and use your e-mail as an employee. If there are any files in your account that you wish to keep permanently, be sure to copy them from the College network before your retirement date.

The St. Norbert College IT Department offers network/e-mail accounts to retiring St. Norbert College employees. Retiree accounts may be used indefinitely, as long as they are kept active.

Please note that you will need to apply for a retiree account before the date of your retirement, upon which your account will be automatically disabled if we have not received an application from you.

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, by going to <http://www.snc.edu/pw>).

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/techsupport>. 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

To apply for a retiree account, complete the *Retiree Account Application Form*, available at <http://www.snc.edu/techsupport>, before the date of your retirement.

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.