

Information Technology Services - May 2024

Your Smith Account after Graduation

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For detailed instructions, visit:

smith.edu/tara/accounts_passwords/new_grads.html

New website launching in August. Search by topic.

AGENDA

- When account access is ending
- What to expect
- How to prepare and take your data
- Where to get help
- Q&A

Return borrowed Smith equipment!

- Return to a service point location:
 - Drop off at Seelye Hall basement, Room B8, 9 am - 4 pm
 - Drop off at Neilson Library, Central Service Point, 9 am - 5 pm
- No appointment necessary

When?

**Your Smith account
expires in September**

When in September?

- The exact date will be **sent in an email** to your Smith account
- Look for the message:

From: Smith_College_Account_Creation@smith.edu

With the subject line: Access to your Smith account will expire

Working at Smith after Graduation

- Your account should be set up with your new role in Workday. Work with your hiring manager and Human Resources if you have any concerns.

Continuing in Smith Grad Program

- Your account will automatically be extended

What to Expect

What Expires?

Access to:

- Gmail, Google data, Drive files and folders
- Google Workspace apps - Docs, Sheets, Slides, Forms, Sites
- Moodle
- Smith Zoom account and recordings
- Slack
- Free Office 365 through Smith licensing
- LinkedIn **Learning** - content through Smith's license (LinkedIn is separate)
- Other Smith-licensed software (Adobe, software through sciences, labs etc.)

Access to Workday

For students employees: access to pay stubs and tax forms available in January (W-2s, 1099s)

This summer - Look for **two** emails on how to access Workday:

- From: smithcollege@myworkday.com
- A new/different link to Workday - **bookmark this!**
- **First email** - contains your new Workday **username**
- **Second email** - contains your new Workday **password**

Access to Workday

- Workday link **via portal.smith.edu will no longer work** as soon as you receive your Workday email messages with the new URL and your new username & password
- **Next tax season**, you will use the new URL and new account information to get your W-2s and other pay stub information

Email workday-help@smith.edu for assistance

How to Prepare

Duo Reminders

Prepare BEFORE you get a new phone - or lose your phone

- **Register another device now if you haven't already**
smith.edu/tara/security/duo_phone_number.html

Your Smith Email Account

- Let people know your new email address
 - Turn on **Vacation Responder** (active until September)
- Don't miss messages
 - Activate **email forwarding** (active until September)

Accounts Using <uname>@smith.edu

- **Update any external accounts, websites and subscriptions** tied to your Smith email address or Smith account
 - For example: YouTube, Facebook, Twitter, Instagram
- Wherever you used your Smith email as:
 - your login
 - backup email address
 - email for sending security/verification codes

Export Your Data

Save Moodle files

- Export Moodle Work using **Portfolios**
- smith.edu/tara/moodle.html



The screenshot shows a Moodle forum interface. At the top, there is a navigation bar with links for 'SmithMoodle', 'Smith', 'Email', 'Portal', and 'Moodle Help'. Below this, the forum title is 'Questions for Tuesday'. The main content area shows a forum post with a question: 'How does the [blurred text] affect the [blurred text]?' and a 'Settings' icon. The post is categorized under 'Social Media and Gender Trouble' and 'Context-based gender trouble'. A dropdown menu shows 'Display replies in nested form'. The post content is mostly blurred. At the bottom right of the post, there are three buttons: 'Permalink', 'Reply', and 'Export to portfolio'. The 'Export to portfolio' button is highlighted with a pink box, and a pink arrow points to it from the right.

Save Zoom Cloud Recordings

- **Download** cloud recording files (e.g. video, audio transcripts, and chat files) from your Zoom account

The screenshot shows the Zoom Cloud Recordings interface. The browser address bar is <https://smith.zoom.us/recording>. The page title is "Cloud Recordings" and the sub-section is "Local Recordings". There are search filters for "Search by topic or Meeting ID" and "Search text in audio transcript". A table lists recordings with columns for Topic, ID, Start Time, and File Size. A dropdown menu is open for the "Graduating Seniors" recording, showing options for "Download (2 files)" and "Delete".

Topic	ID	Start Time	File Size
[REDACTED]	[REDACTED]	Nov 4, 2022 02:47 PM	2 Files (138 MB)
Graduating Seniors	[REDACTED]	May 12, 2022 03:03 PM	1 File (242 KB)
Graduating Seniors	[REDACTED]	May 12, 2022 09:50 AM	4 Files (109 MB)

Transfer Your Google Data



Portfolio Websites or Other

Google Sites site (sites.google.com/smith.edu)

1. Share with your personal Google account
 - a. Go to Share settings and enter your personal Google/Gmail account
 - b. De-select “Notify” when sharing (it will error if you don’t do this)
 - c. Select **Share** then **Share anyway** at the next prompt
2. From your personal account, access the site and **Make a copy**

Your WordPress Site (sites.smith.edu/)

1. For ongoing access, request that your permanent/personal email address be added to the WP site (email LRT contact or ithelp@smith.edu)
2. From your personal account, access the site & export to another service

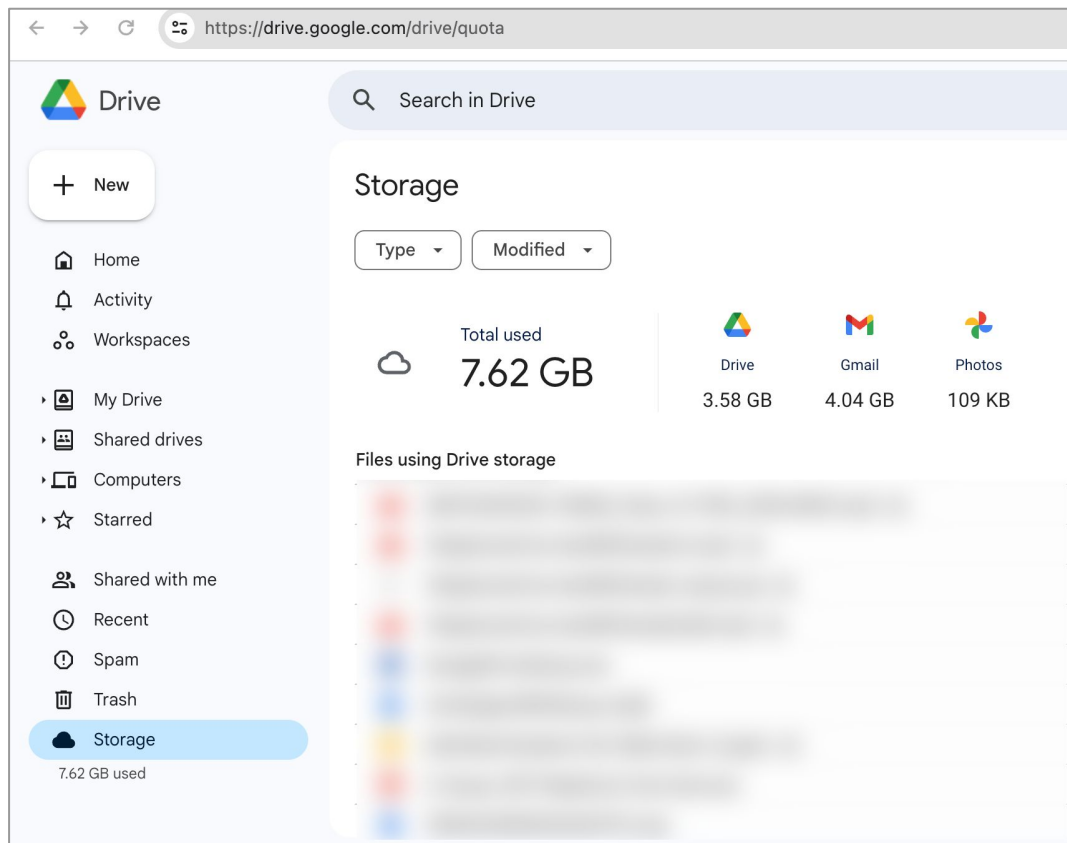
Drive File Ownership

Transfer ownership of files and folders that belong to Smith, your student org, your department, professor etc.

1. If the files/folders are owned by you and are in your **My Drive**, **move them** to a Google Shared Drive that you are a Manager or Content Manager of. Moving files preserves document history.
2. If files/folders are stored in a Google **Shared Drive folder** that you are the manager of, make sure that there is **another Smith member with Manager** permissions

Visit [Transfer Ownership of Google Drive Files](#) for details.

Check Your Current Usage



The screenshot shows the Google Drive interface for checking storage usage. The browser address bar displays <https://drive.google.com/drive/quota>. The left sidebar contains navigation options: Home, Activity, Workspaces, My Drive, Shared drives, Computers, Starred, Shared with me, Recent, Spam, Trash, and Storage (highlighted in blue). The main content area shows a search bar, a 'Storage' section with 'Type' and 'Modified' filters, and a summary of storage usage: 'Total used 7.62 GB'. Below this, three service-specific usage bars are shown: Drive (3.58 GB), Gmail (4.04 GB), and Photos (109 KB). A section titled 'Files using Drive storage' contains a list of files, which is currently blurred.

Service	Usage
Drive	3.58 GB
Gmail	4.04 GB
Photos	109 KB

Decide What to Take or Transfer

BEFORE you start:

- **Clean out** Drive files and folders, email messages, etc.
- Keep in mind: Google personal accounts have **15 GB limit**.
Consider deleting large files and messages with large attachments
- **Allocate** plenty of **time** (hours, days) for the steps listed

Transfer Smith Email and Drive files to personal gmail

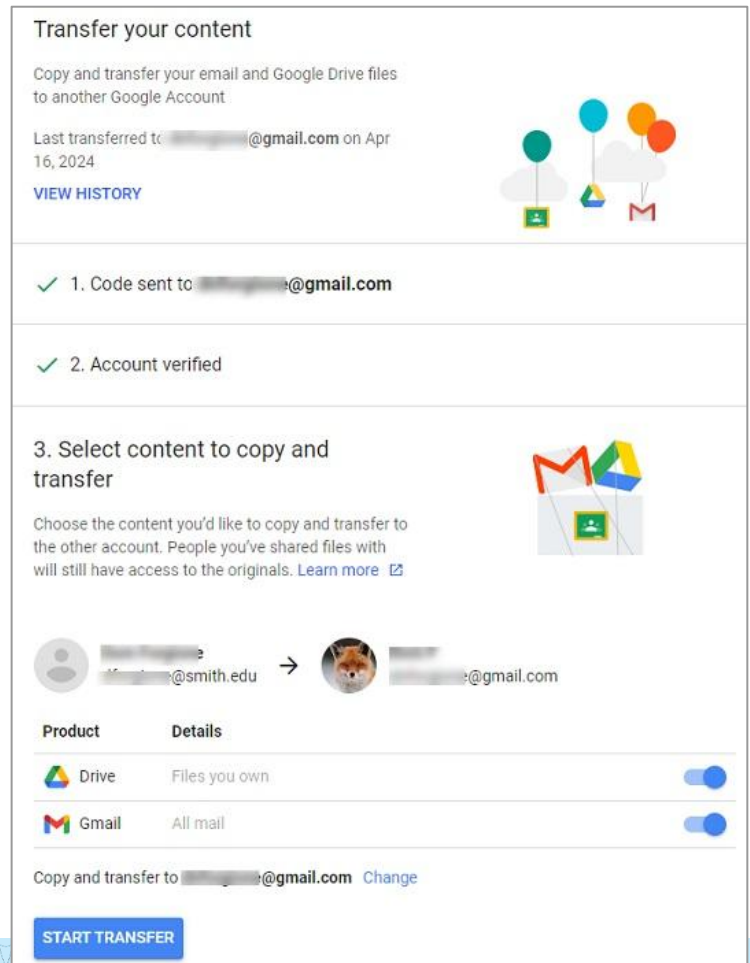
Transfer tool:

takeout.google.com/transfer



Messages and files will be automatically copied/transferred to the personal email account.

Details at:

smith.edu/tara/after_smith/personal_gdrive.html



The screenshot shows the 'Transfer your content' interface. At the top, it says 'Copy and transfer your email and Google Drive files to another Google Account.' Below this, it indicates 'Last transferred to [redacted]@gmail.com on Apr 16, 2024' with a 'VIEW HISTORY' link. A progress list shows: 1. Code sent to [redacted]@gmail.com (checked), 2. Account verified (checked), and 3. Select content to copy and transfer (in progress). Step 3 includes an illustration of a folder with a Gmail icon and a 'Transfer' icon, and text: 'Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. Learn more'. Below this is a visual representation of the transfer from a profile at '@smith.edu' to a profile at '@gmail.com'. A table lists the content to be transferred:

Product	Details	Toggle
 Drive	Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input checked="" type="checkbox"/>

At the bottom, it says 'Copy and transfer to [redacted]@gmail.com' with a 'Change' link, and a blue 'START TRANSFER' button.

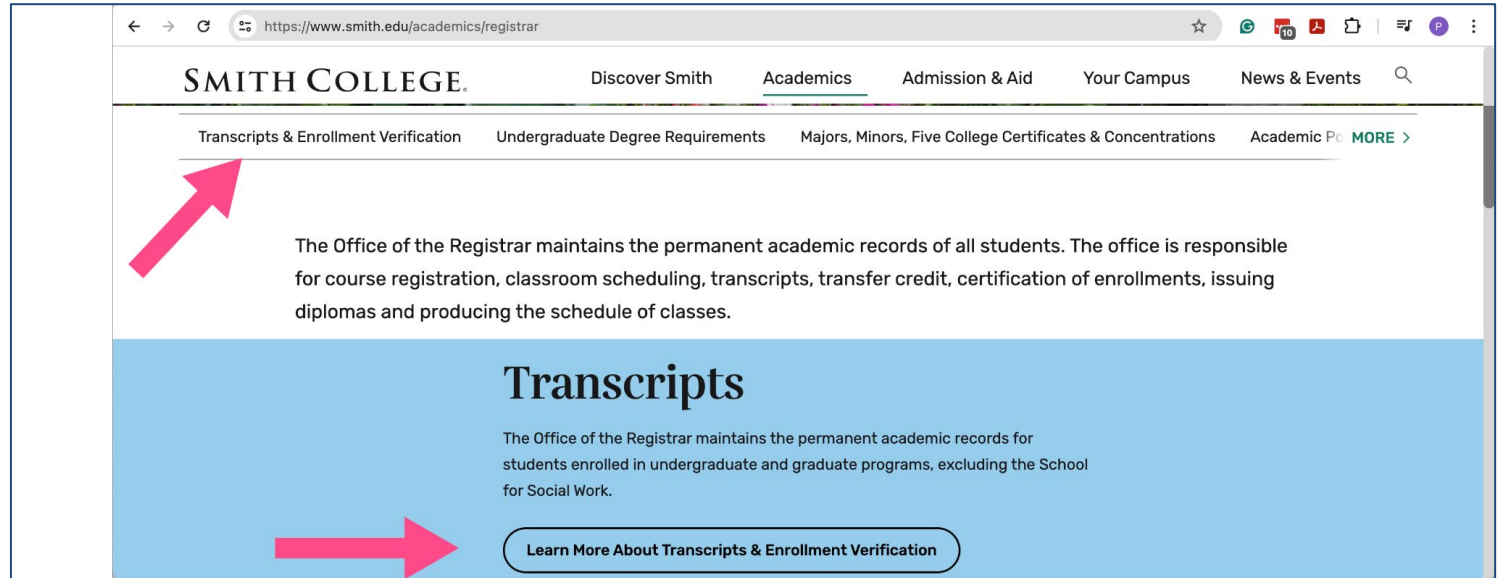
As an Alum

OneCard

- Alumni cards
 - There is a \$15 fee for the card
 - Cards used @ the Libraries and the Gym
 - Can be requested anytime after June, including years from now!
- Campus cash balances will be refunded sometime **in June**
 - Refunds will be sent to your bank on record in Workday
 - No bank account on file in Workday? Will take longer.

Requesting Transcripts

- Visit [smith.edu/academics/registrar](https://www.smith.edu/academics/registrar)



The screenshot shows a web browser window with the URL <https://www.smith.edu/academics/registrar>. The page header includes the Smith College logo and navigation links: Discover Smith, Academics, Admission & Aid, Your Campus, and News & Events. A secondary navigation bar contains: Transcripts & Enrollment Verification, Undergraduate Degree Requirements, Majors, Minors, Five College Certificates & Concentrations, and Academic Programs with a MORE > link. A pink arrow points to the 'Transcripts & Enrollment Verification' link. The main content area features a paragraph: 'The Office of the Registrar maintains the permanent academic records of all students. The office is responsible for course registration, classroom scheduling, transcripts, transfer credit, certification of enrollments, issuing diplomas and producing the schedule of classes.' Below this is a blue section with the heading 'Transcripts' and a sub-paragraph: 'The Office of the Registrar maintains the permanent academic records for students enrolled in undergraduate and graduate programs, excluding the School for Social Work.' A pink arrow points to a button labeled 'Learn More About Transcripts & Enrollment Verification'.

Services for Smith Alumnae

smith.edu/about-smith/alum

Library Services for Smith Alumnae

Visit <https://libraries.smith.edu/services/alumnae> for details

- Services vary by location i.e. on campus vs. off campus
- Off-campus access to databases:
 - Access is available through the Smith College Alum Network ble to connect to these databases through the Libraries website

Handshake

- Access after you leave Smith **will not expire**
- Add a personal email address and set as primary:
 1. At the top right corner of the Handshake landing page, select your initials or profile picture
 2. From the dropdown list, select **Settings**
 3. Under **Emails**, choose **Add another email**
 4. Enter and confirm your personal email address
 5. To the right of the new email address, select the three dots (...) and select **make primary**

LinkedIn Learning & LinkedIn

LinkedIn (LI) account access:

- If your LI profile uses your Smith email address to sign in, add a second personal email address and **make it the primary**.
 - LinkedIn How-To: <https://www.linkedin.com/help/linkedin/answer/a519904>

LinkedIn Learning (LiL)

- Access to LinkedIn Learning content is through the Smith Network for alums.
- Note that before your Smith account expires (over the summer), you might see a choice to access the two different instances: LiL for alums and LiL for Smith

Your learning activity/history

- If you want your existing learning history to carry over, make sure you've connected your learning to a LinkedIn account/profile AND that it uses a non-smith.edu email address - update it if needed!

Career Connect

- Will have access to Career Connect
- In June you'll receive an email from the Lazarus Center with information on how to update your sign-in information with a personal email as they convert the account into an alum account

For detailed instructions, visit:

smith.edu/tara/accounts_passwords/new_grads.html

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