

# UW-IT Service Center

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4545 15th Ave NE  
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Help@uw.edu

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**Learn what happens to your UW email and other technology services when you retire**

# Overview

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- > What happens to your UW NetID when you retire?
- > What is a NetID?
- > Computing Services associated with UW NetID
- > Expiration of Computing Services associated with UW NetID
- > Emeritus Retiree status and Retiree status email forwarding
- > Email Migration
- > Things to do before you retire
- > Commonly used links

# When you retire from the UW...

- > Your HR record is changed from current faculty/staff to retiree
- > You retain access to some UW websites, but there will be changes to your computing services
- > Questions about your employment status? Please contact:

*Integrated Service Center*

*(206) 543-8000*

*[ischelp@uw.edu](mailto:ischelp@uw.edu)*

*<https://isc.uw.edu/contact>*



# UW NetID

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**What is a UW NetID?** UW NetID stands for University of Washington Network Identification. Your UW NetID and password is used for accessing your UW information and other online services. Your NetID is the part before the @uw.edu of your email address.

## Will I retain my UW NetID?

- > Yes, you will keep your UW NetID, it's yours forever
- > In some circumstances, a year of inactivity can require you to reset your password before accessing services again
- > **Keep track of your NetID AND your Employee Identification Number (EID)** for verification purposes if you ever need assistance from UW-IT post retirement

# UW NetID

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What is my NetID good for?

- > Workday Access
- > Employment Records
- > Password Retrieval
- > Changing Email Forwarding
- > Library Access
- > Access to Free Parking
- > Access to Student Transcripts



# UWare...

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## Will I still be able to download software from UWare? (Office 365 ProPlus, Sophos, etc.)

- > No, retirees will not retain their software services. Software licenses are for current Faculty/Staff and Students
- > If you are doing additional work for UW and need continued access to certain services, a Full Time Faculty/Staff member can provision you using the Provision Request Tool <https://provision.uw.edu>

# Email Access

> ALL retirees will have access to UW email forwarding

> Emeritus faculty retain access to UW G Suite and UW Office 365

## Emeritus Status:

Upon retirement from the University, both faculty and librarians may be considered for emeritus status, a lifelong designation that recognizes achievements of those with meritorious records.

### Academic Titles Eligible for Emeritus Status

Appointment Prior to Retirement	Emeritus Appointment
Professor Professor WOT*	Professor Emeritus
Associate Professor Associate Professor WOT*	Associate Professor Emeritus
Research Professor	Research Professor Emeritus
Research Associate Professor	Research Associate Professor Emeritus
Teaching Professor	Teaching Professor Emeritus
Associate Teaching Professor	Associate Teaching Professor Emeritus
Principal Lecturer	Principal Lecturer Emeritus
Senior Lecturer	Senior Lecturer Emeritus
Lecturer	Lecturer Emeritus
Clinical Professor	Clinical Professor Emeritus
Clinical Associate Professor	Clinical Associate Professor Emeritus
Librarian	Librarian Emeritus
Associate Librarian	Associate Librarian Emeritus

\* Without Tenure (WOT) by Reason of Funding

# UW Email Forwarding...

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- > Set up Email Forwarding to receive future emails sent to your @uw.edu address
- > Set up Email Forwarding here:  
<https://uwnetid.washington.edu/manage/?forward>
- > Computing services like UW Gmail & Office 365 which were available to you as an active employee **may no longer be available**
- > Please contact UW Records Management Services with questions regarding disposition of public records contained in your email and files:  
<https://finance.uw.edu/recmgt/home>



# Changing UW Email Forwarding

Regular retiree email forwarding will look like this:

UNIVERSITY of WASHINGTON    UW HOME | DIRECTORIES | CALENDAR | MAPS | MY UW    Search the UW    GO

## Manage UW NetID Resources for *NetID*

[Manage \[redacted\]](#)  
[Password](#)  
[UW Email Forwarding](#)  
[MyUW.net Forwarding](#)  
[Computing Services](#)

### UW Email Forwarding for '[redacted]'

Forwarded to [redacted]@gmail.com

As an employee, mandatory and other official employer-to-employee email will be delivered to your choice of allowed settings below.

### Change UW Email Forwarding

For mail sent to [redacted]@uw.edu and [redacted]@u.washington.edu:

» Forward to [redacted]@gmail.com

Forward to [redacted]

Stop UW Email


Messages sent to [redacted]@uw.edu and [redacted]@u.washington.edu will be returned to sender as undeliverable.  
This option is not available to employees.

UW Medicine workforce members and clinical students at HMC, UWMC, NWH, VMC, or UWNC are prohibited from forwarding their UW Email accounts, except to a UW Medicine approved email system. (A list of approved email systems is on the UW Medicine ITS Security web site: [Approved Email Domains](#).)

Sending confidential information by email is unsafe, especially if you forward the UW Email for UW NetID '[redacted]' off-campus to a non-UW ISP.

**Need help?**

- [Visit IT Connect](#) and look for information related to your question or problem.
- [Send a question](#) to UW Information Technology or call the UW-IT Service Center at 206-221-5000.

 To prevent unauthorized use of your UW NetID and protect your privacy, [Log Out](#) and completely exit your Web browser when you finish.

UNIVERSITY of WASHINGTON    CONTACT US    EMPLOYMENT    MY UW    PRIVACY    POLICY    TERMS    SEATTLE, WASHINGTON

You can access your [Manage UW NetID Resources](#) page through [MyUW](#) by clicking on [Accounts](#) and then "Manage UW NetID"

# Changing UW Email Forwarding

Emeritus retiree email forwarding will look like this:

UNIVERSITY of WASHINGTON

UW HOME | DIRECTORIES | CALENDAR | MAPS | MY UW | Search the UW | GO

## Manage UW NetID Resources for *NetID*

[Manage \[redacted\]](#)

[Password](#)

[UW Email Forwarding](#)

[MyUW.net Forwarding](#)

[Computing Services](#)

[Disk Services](#)

[UW Office 365](#)

[UW G Suite](#)

[Other Services](#)

### UW Email Forwarding for '[redacted]'

Delivered to your **UW Office 365 Inbox**

As an employee, mandatory and other official employer-to-employee email will be delivered to your choice of allowed settings below.

#### Change UW Email Forwarding

For mail sent to [redacted]@uw.edu and [redacted]@u.washington.edu:

- » Forward to UW Office 365**  
Visit [IT Connect](#) for more information about Exchange Online. UW Medicine workforce members and clinical students should review [Exchange Online Guidance for Clinical Staff](#) before choosing this option.
- Forward to UW G Suite**
- Forward to [redacted]**  
UW Medicine workforce members and clinical students at HMC, UWMC, NWH, VMC, or UWNC are prohibited from forwarding their UW Email accounts, except to a UW Medicine approved email system. (A list of approved email systems is on the UW Medicine ITS Security web site: [Approved Email Domains](#).)
- Stop UW Email**  
Messages sent to [redacted]@uw.edu and [redacted]@u.washington.edu will be returned to sender as undeliverable.  
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**Need help?**

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You can access your [Manage UW NetID Resources](#) page through [MyUW](#) by clicking on Accounts and then "Manage UW NetID"

# Expiration of UW NetID Email Services

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## UW Office 365 Account Lifecycle:

- > **Day 0:** Last day at UW
- > **Day 14:** Email notification is sent stating that computing services expire in 14 days
- > **Day 28:** UW Office 365 account is suspended and no longer accessible
- > **Day 58:** UW Office 365 account data is deleted

## UW G Suite Account Lifecycle:

- > **Day 0:** Last day at UW
- > **Day 14:** Email notification is sent stating that computing services expire in 14 days
- > **Day 28:** UW G Suite account is suspended and no longer accessible
- > **Day 56:** UW G Suite account is deleted but recoverable by administrator
- > **Day 76:** UW G Suite account is permanently deleted

# Migrating UW content and email

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## > Here are some online guides for migrating UW email services to a personal account:

### **Migrate UW Google or UW Microsoft Content**

- <https://itconnect.uw.edu/tools-services-support/software-computers/productivity-platforms/migrate-uw-google-or-uw-microsoft-content/>
- **UW Office 365 to Personal Account:**  
<https://itconnect.uw.edu/tools-services-support/software-computers/productivity-platforms/migrate-uw-google-or-uw-microsoft-content/uw-office-365-to-personal-email-account/>
- **UW Gmail to Personal Non-Google Account:**  
<https://itconnect.uw.edu/tools-services-support/software-computers/productivity-platforms/migrate-uw-google-or-uw-microsoft-content/uw-google-to-personal-email-account/>
- **UW Gmail to Personal Gmail:**  
<https://itconnect.uw.edu/tools-services-support/software-computers/productivity-platforms/migrate-uw-google-or-uw-microsoft-content/uw-google-to-personal-google/>

# Other Services

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## Trumba calendars

- All items that you created will remain on Trumba servers until automatic deletion rules apply.
- After a year of inactivity, you lose the editor access. To regain access, retirees can request that a colleague add them to the relevant UW Group (valid UW NetID required).

## Canvas/Panopto

- **You lose access to Canvas four weeks after the effective date of your retirement**
- If there are Canvas course files and/or Panopto recordings that you would like to save, contact your department and request the course materials before your effective retirement date.

# Before you retire from the UW...

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- > **Transfer ownership/sponsorship of Shared UW NetIDs/Mailman lists**
  - **Prior to retirement, find a new owner** for Shared UW NetIDs — Shared Departmental accounts — so these accounts do not expire when you retire
    - > Go to the “Owners and Administrators” section of each shared NetID and change ownership.  
<https://uwnetid.washington.edu/manage/?shared>
    - > Same goes for any UW Shared Web hosted websites. Ownership must be transferred to the new owner
- > **Can I still sponsor a UW NetID?**  
(for someone who does not already have access)
  - **No.** You must be a current employee

# UW-IT Contact Info & Resources...

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(206) 221-5000 - [help@uw.edu](mailto:help@uw.edu) – <https://itconnect.uw.edu/help>

- > **Retiree Guide:**  
<https://www.google.com/url?q=https://itconnect.uw.edu/getting-started/retirees/&sa=D&source=editors&ust=1695663009544856&usg=AOvVaw0jD - cPZ4eonSfe1apvAe>
- > **UW Libraries Access:** <https://www.lib.washington.edu/services/borrow/accounts>
- > **UW Email Forwarding:** <https://uwnetid.washington.edu/manage/?forward>
- > **Expiration of UW NetID Resources:**  
<https://itconnect.uw.edu/security/uw-netids/about-uw-netids/expiration/>
- > **UW Office 365 to Personal Account:**  
<https://itconnect.uw.edu/tools-services-support/software-computers/productivity-platforms/migrate-uw-google-or-uw-microsoft-content/uw-office-365-to-personal-email-account/>
- > **UW Gmail to personal, Non-Google Account:**  
<https://itconnect.uw.edu/tools-services-support/software-computers/productivity-platforms/migrate-uw-google-or-uw-microsoft-content/uw-google-to-personal-email-account/>
- > **UW Gmail to Personal Gmail:**  
<https://itconnect.uw.edu/tools-services-support/software-computers/productivity-platforms/migrate-uw-google-or-uw-microsoft-content/uw-google-to-personal-google/>
- > **UW Provisioning:** <https://provision.uw.edu>

# Contact Us:

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**UW-IT Service Center**  
24x7 support

**Phone:** (206) 221-5000

**Email:** [help@uw.edu](mailto:help@uw.edu)

**Web:** <https://itconnect.uw.edu/help>

*In Person:*

- > **4545 Building**  
**4545 15th Ave NE**
- > **Seattle, WA 98105**

