UW-IT Service Center

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help@uw.edu

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

INFORMATION TECHNOLOGY
UNIVERSITY of WASHINGTON

Overview

- What happens to your employee status 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 and services, while there will also be changes to others

- Questions about your employment status? Please contact:

  Employee Workday Help
  (206) 543-8000
  hrhelp@uw.edu
  https://employeehelp.workday.uw.edu/contact-us/

UW NetID

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 (O365)
- **Keep track of your NetID *AND* your Employee Identification Number (EID)** these are required for NetID password resets and account access

UW NetID

What is my NetID good for?

- Workday Access (E.g., prior tax documents, benefits)
- Employment Records
- Password Reset
- Changing Email Forwarding
- Library Access
- Access to Free Parking
- Access to Student Transcripts (unofficial and official)

UWare...

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

> No, retirees will not retain their software services (this does not apply to Emeritus faculty). 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 current UW employee 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 email and file services

* **Please note**: There will likely be a period of time that emeritus do not have access to services between retiring and the instatement of their emeritus status, which risks loss of data. A current UW Faculty or Staff member can provision you using the Provision Request Tool https://provision.uw.edu to retain services during

Emeritus Eligibility

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

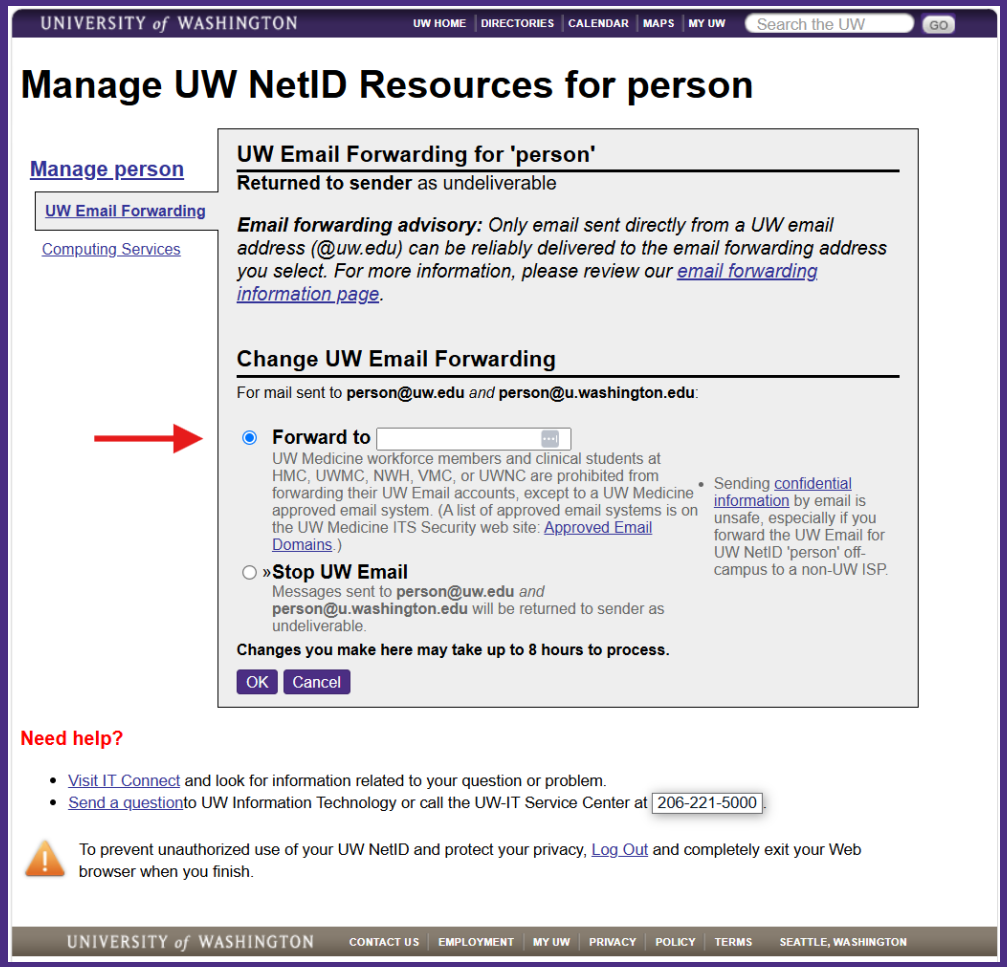
* Without Tenure (WOT) by Reason of Funding

UW Email Forwarding...

- 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
- **Please note** - Email forwarding set to a personal Apple, Yahoo, and Google account may experience delivery issues from emails sent by non-UW domains. Policy changes by these companies can block forwarded mail from non-UW senders.

Changing UW Email Forwarding

Regular retiree email forwarding will look like this:

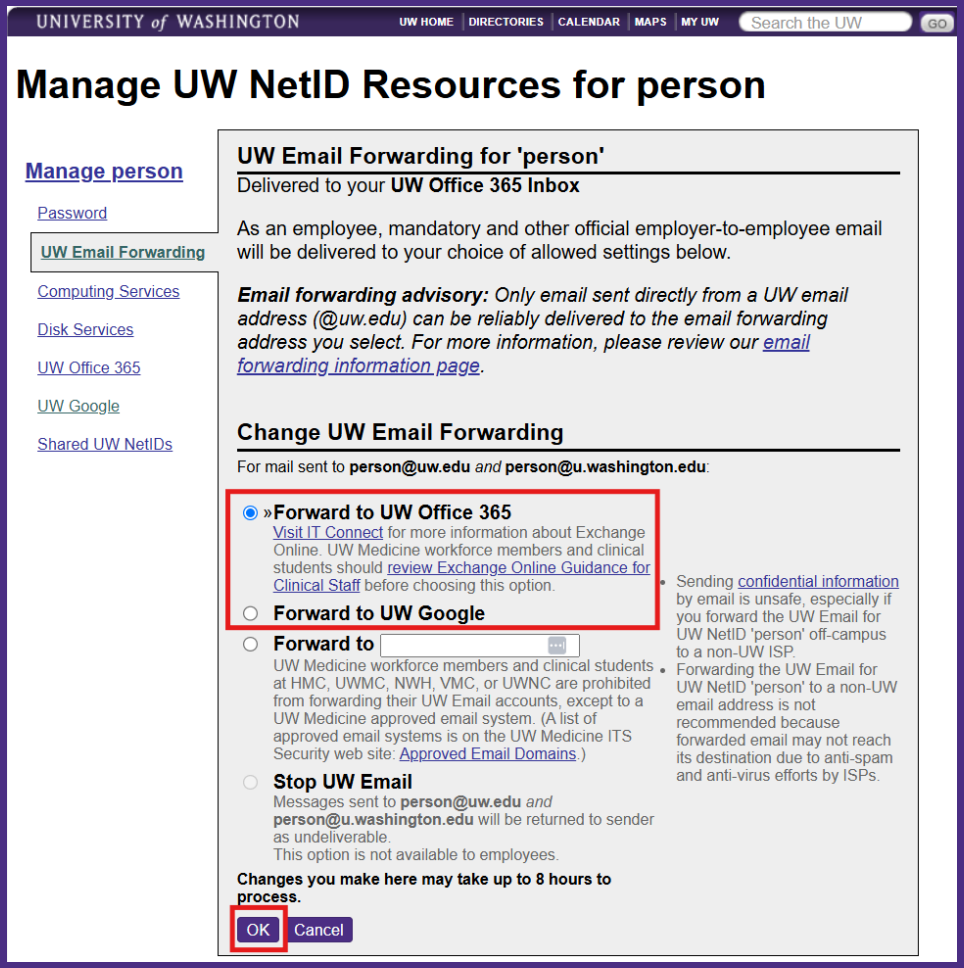


You can access your Manage UW NetID Resources page through MyUW by clicking on Accounts and then "Manage UW NetID"

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Changing UW Email Forwarding

Emeritus retiree email forwarding will look like this:



You can access your Manage UW NetID Resources page through MyUW by clicking on Accounts and then "Manage UW NetID Account“ then select UW Email Forwarding

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Expiration of UW NetID Email Services

UW Office 365 Account & Data Deletion:

> https://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0034388

UW G Suite Account & Data Deletion:

> https://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0034359

Migrating UW content and email

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

Migrate UW Google or UW Microsoft Content

- https://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0034435

- **UW Office 365 to Personal Account:**
  https://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0034444

- **UW Gmail to Personal Non-Google Account**:
  https://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0034441

- **UW Gmail to Personal Gmail:**
  https://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0034442

Other Services

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...

- **Transfer ownership 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 *(Emeritus can retain ownership)*
    - 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 a NetID)
  - **No.** You must be a current employee

UW-IT Contact Info & Resources...

(206) 221-5000 - help@uw.edu – https://it.uw.edu/help/

- **Retiree Guide:** *https://it.uw.edu/get-started/retirees/*
- **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://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0033937
- **UW Office 365 to Personal Account:** *https://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0034444*
- **UW Gmail to personal, Non-Google Account:** *https://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0034441*
- **UW Gmail to Personal Gmail:** *https://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0034442*
- **UW Provisioning:** *https://provision.uw.edu*

Contact Us:

UW-IT Service Center
24x7 support

Phone: (206) 221-5000
Email: help@uw.edu
Web: *https://it.uw.edu/help/*

In Person (by appointment): *https://it.uw.edu/help/contact/*

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