

Check List for Termination of Computer and Email Accounts

In preparation for leaving your current position, please complete the following check list. When completed, please let your supervisor know.

Note: Your computer accounts and access will be terminated on the day your Supervisor requests your account be made inactive in Banner and/or the date requested that your email access be terminated.

Check List	Completed
1. Go through your email account and clean out any personal messages. (delete or forward to outside personal account)	
2. Work related messages should be archived (.pst files), printed or forwarded to another person (replacement/supervisor) in the office who will be handling the work.	
3. Remove your personal contacts from the contacts folder and then print or archive (.pst file) all remaining work-related contacts and pass this along to another person (replacement/supervisor) in the office who will be handling the work.	
4. Unsubscribe from all email lists you belong to. (Such as MABUG or BSTUDENT or other professional lists)	
5. Before leaving for the last time put an out of office message on your email to inform correspondents of whom they should contact to continue business. (Example: <Name> is no longer at Richard Bland College, if you need help please contact <person's name> at <netid>@rbc.edu or by phone at <xxx xxx-xxxx>)	
6. Give copies of important data files from your computer and network file space to person determined by your supervisor.	
7. Clean out personal network file space on the "U Drive".	
8. Clean out personal data from computer	
9. Backup work-related data on your pc and give backup to your supervisor or replacement	
10. Notify friends and colleagues of your new email address (if appropriate)	

The Help Desk can provide instructions or help with these items as necessary. They can be contacted at 804 862 6401 or helpdesk@rbc.edu.

Completing these tasks will make the transition easier for you and your department.