



## Leaving Brown - FAQ

Alex Vidmar - 2024-09-10 - Comments (0) - Leaving Brown

The following FAQ hopes to help staff and faculty members who are preparing to end their employment or to begin a new role at Brown. Please reach out to your assigned IT professional who supports your department or the main [IT Service Center](#) if you have any unanswered questions.

This article applies to faculty and staff. For students who are finishing their time at Brown, please see this article: <https://ithelp.brown.edu/kb/articles/439>

### **When will my services close? Will I have access after my last day at Brown?**

For staff members, your Brown email will close on the evening of your effective termination date, as recorded in Workday. The same is true of your access to licenses such as Adobe, Microsoft Office, etc.

For faculty members (including postdocs and medical residents), your email access will close 6 months after the end of your faculty appointment. The same is true of your access to licenses such as Adobe, Microsoft Office, etc.

The exception is for Workday access only. All employees keep access to Workday for 1.5 years after leaving Brown. Your Brown username and password will continue to give you access to Workday to access paystubs and tax information.

### **I am transferring to another role at Brown after my current position . What will happen to my access?**

Your access to your personal @brown.edu Google account, including Mail and Drive, will be retained. As part of the transfer process, OIT will reach out to your new and former supervisors to discuss any changes needed to your IT services. Beyond that, you should take care to save any files that are important to the office you are leaving in a shared location others on that team can access, such as a Google Shared Drive or departmental shared drives (files.brown.edu, OneDrive, etc.).

When you arrive at your new role, you can submit new requests for access to the [OIT Service Center](#).

### **How do I make sure that other people in my department can still access files that I owned in my Google Drive?**

We strongly recommend the use of [Shared Drives in Google](#) so items are not owned by any one person, but rather by the entire team using that drive.

If you have individual files you know others will need after you leave, please be sure to either upload them into a Shared Drive or [transfer ownership directly](#).

### **What about calendars I own?**

You can transfer ownership of calendars by [following these instructions](#). Calendars can actually have multiple owners simultaneously, unlike documents.

### **I am continuing work in a different capacity at Brown after my employment ends. What are my options and what will happen to my access?**

Please consult with your HR Business Partner well in advance of your last day at Brown to discuss your situation. If you are continuing at Brown in another capacity (as a contractor, unpaid academic affiliate, or [Sponsored ID](#)), you should speak to your HR Business Partner about how this impact your account and what access you may need.

In general, you should work to ensure you are prepared to lose all access to your Brown services when you are no longer employed regardless of what changes are happening to your account. Please take care to ensure personal data (personal photos, emails, drive files, etc.) are stored on a personal, non-Brown account. There is no guarantee that personal data can be recovered after you leave Brown.

### **Can my email forward to someone else after I leave? Can I get an automatic reply message if someone tries to email me?**

We do not permit email forwarding to another account. At the direct request of your supervisor to the IT Service Center, an out-of-office autoreply can be installed for 30 days maximum. This autoreply cannot include any personal contact information - it can only direct people to re-send their emails to another @brown.edu address.

### **Can I transfer my emails out of my @brown.edu account before it closes?**

Per the [Brown email policy](#): "Email services are provided only while a user is employed by the University and once a user's electronic services are terminated... employees may no longer access the contents of their mailboxes, nor should they export their mailbox to a personal account before departure."

**I have personal, non-work related information in my @brown.edu account I need to keep after I leave Brown.**

If you have incidentally used your Brown email or Google Drive for personal use, it is your responsibility to make sure you have copies or backups of that personal data before your @brown.edu account closes. Also, please be sure that you did not sign up for any third-party site (Amazon, Facebook, etc.) with your @brown.edu account since it will no longer work. You should take care to change those accounts to a personal email ASAP.

**What about my equipment? How do I take my personal data off of it before I have to return it?**

You should make arrangements to return all Brown-owned equipment to your manager before departing, who will return it to your assigned departmental IT professional. You should also be sure to connect with your departmental IT professional regardless, as they can also help answer your questions about leaving Brown for more help.

**How do I change my campus phone number to point to my replacement?**

New employees or staff taking over positions should email [telecom@brown.edu](mailto:telecom@brown.edu) for help with getting this setup.

**How do I log into other services such as the fitness center or online courses (CME, webinars, etc.)?**

Once you are no longer an employee, you would need to register for any events as a guest. Your Brown login will no longer work for these sites and your Brown ID card will no longer be active.