



## Students: Changes to Your Access After Degree Completion

Stephanie Obodda - 2024-09-16 - Comments (0) - Leaving Brown

If you are completing an undergraduate, graduate, or medical degree this semester, you will receive an email describing what changes will occur to your Brown account, email, and other electronic services shortly before the end of the semester.

Generally, the changes are as follows:

- Your Brown username and password will continue to exist, but you will lose access to most services unless you continue at Brown in another capacity (see details below).
- In most cases, your current Google account will be renamed from @brown.edu to @alumni.brown.edu, and will continue to contain all your current content (for example, email and Google Drive files). This process will vary **if you are continuing as a student, faculty, or staff at Brown**. For more information about what happens in the case of continuing affiliation, refer to the article [Learn about Lifetime Brown Email for Alumni](#).
- Within a month of completing your graduation requirements, you will receive access to additional services for alumni.

### Checklist of Actions to Take Prior to Graduating

- Do you have more than 15GB of data stored in your Brown Google account? If so, please begin to make arrangements by storing data in other non-Brown accounts. Be sure to check all of your emails, files, and photos to reduce to meet the 15GB quota. OIT [provides information](#) on how to move Google data if you need help.
- Do you have any research or student employee data that people at Brown will need after you leave? Please be sure to transfer it before you graduate.
- Did you have files stored in Adobe Creative Cloud? Make sure to transfer ALL Adobe software data BEFORE you graduate. Due to software licensing Adobe, any work that is not transferred will be erased and CANNOT be restored. <https://helpx.adobe.com/enterprise/kb/transfer-assets.html> provides steps for transferring content over. There is currently no automatic transfer tool so this process is mainly manual downloading.
- Did you have files stored in your Brown Dropbox, OneDrive, or your Home Folder (the folder that shows up on Brown lab machines as your "H: drive"?) If so, move your files to a personal, non-Brown account BEFORE you graduate. **Recovery of your data cannot be guaranteed after graduation.**

- When your email transitions to an alumni account as described above, you will no longer use Single Sign-On. Instead, you will use a Google-specific password that you can set at <https://myaccount.brown.edu>
- Did you set up any online accounts with your @brown.edu address (Facebook, Amazon, Netflix, etc.)? If so, update these accounts after you get Alumni email to use @alumni.brown.edu or a personal address of your choice. During this time your Brown email will still be forwarded to you, so you have some flexibility.
- For Atlassian users (particularly Bitbucket) signed up with your @brown.edu email address, please follow instructions on this article for [Transferring Ownership of BitBucket Repository](#). Brown OIT has no access to the repositories to control access. You can also refer to this article: <https://ithelp.brown.edu/kb/articles/1956>
- For Adobe Creative Cloud users who expect to continue to use Adobe services after you leave Brown, visit Adobe's "[Transfer assets across accounts or profiles](#)" for details on manually migrating your assets into another account. Adobe will offer a discount on your first year of their paid service if you visit [this link](#).
- If you purchased Microsoft Office 365 or Adobe Creative Cloud subscriptions, you can log out of your Brown account and log in with your new username and password to continue using without having to reinstall.
- If you have a LastPass Premium account, please be sure to review the FAQ here and ensure you have the premium account tied to a non-Brown email address: <https://ithelp.brown.edu/kb/articles/lastpass-frequently-asked-questions-faq#Q28>

You will lose access to these services:

We'd love to give you these services forever, but unfortunately we are bound by license contracts.

- **After degree completion is confirmed by the Registrar (i.e. please assume you will lose these services immediately after completing your degree):**
  - Brown Wifi (you can still use Brown-Guest)
  - Building access
  - Canvas
  - Library access (you can contact the library in order to request [alumni-level access](#))
  - Library circulation
  - RIPTA access
  - Printing
  - Dining
  - Use of computers in computer labs
  - [Software](#) (recovery of files cannot be guaranteed after Commencement)
    - **Microsoft Office 365** will go into read-only mode as late as 30 days after graduation
    - **Adobe CreativeCloud** - please ensure you have all of your files from

the Adobe cloud saved elsewhere. Visit [this Adobe article](#) for details on migrating your cloud assets manually to a new account. Adobe will offer a discount on your first year of their paid service if you visit [this link](#).

- **Dropbox** - Please ensure you have all of your files from Brown Dropbox saved elsewhere
- **OneDrive** - Please ensure you have all of your files from Brown OneDrive saved elsewhere
- **Qualtrics** - Please ensure you have all of your survey and response files saved elsewhere
- **LastPass** - If you have a [LastPass Premium account](#), be sure you update the email address to a personal address (like your @alumni.brown.edu or a non-Brown address)
- Please uninstall all non-subscription based Brown software from your computer, as well.
- VPN (if you still need access, email [cap@brown.edu](mailto:cap@brown.edu))
- Two-Step Verification
- Zoom
  - Note: You will still be able to join meetings and accept invites, but you will not be on the Brown Zoom license anymore. This means you will not be able to create meetings without limits on length and capacity, as well as losing access to Zoom services that require a Brown login.
  - We recognize that current circumstances have often required access to video conferencing. We recommend either creating your [own free Zoom account](#) or trying out [Google Meet](#), which is included connected to your Brown email and will continue to be available indefinitely.
- **10 days after degree completion**
  - Your @brown.edu address becomes @alumni.brown.edu (in most cases - exceptions listed [here](#)). You'll log in with the alumni address, using a Google-specific password. Your Google storage limit will be reduced to 15GB.
- **Three to four weeks after degree completion**
  - You will have access to the Alumni Edition of selected library e-Resources through the Brown Alumni Association. See [E-resources on Alumni & Friends](#) for details.
  - You will have access to the full range of alumni services available through the Alumni & Friends website, including BrownConnect+ alumni account access, the Brown Handshake for Alumni Job Board and the Alumni Directory. See [Alumni & Friends for details](#).
- **1 year after degree completion**
  - mail to your @brown.edu address stops forwarding to your @alumni.brown.edu address and bounces back to sender

- **18 months after degree completion**

- Access to Workday for tax records (former student employees only)

You will continue to be able to access:

- Banner (selfservice.brown.edu) - for unofficial transcripts
- Rosetta Stone (rosettastone.brown.edu)
- myaccount.brown.edu (to manage your password)
- Workday (for student employee W2 forms - ends 18 months after degree completion)

You will receive additional access:

- [MyBrown](#) remains the portal to your new Personal Profile, the Alumni Directory, subscriptions, and volunteer tools such as alumni interviewing
- Your continuing services are also accessible through the Dashboard: BrownConnect+ (will now be alumni view), transcripts, Brown account, Handshake job board, alumni edition of library E-resources, etc.

After Graduation:

- Please be sure your non-Brown address is listed as "preferred" in [your Personal Profile on Alumni & Friends](#), or you may miss future updates about your services.

Need more information?

For help with your Brown account/services, including MyBrown website login help, contact the OIT IT Service Center via email ([help@brown.edu](mailto:help@brown.edu)), at 401-863-4357, or at [helpchat.brown.edu](https://helpchat.brown.edu)

Learn more about life after Brown on the [Alumni & Friends website](#).

Related Content

- [Email to Graduating Students 2018](#)
- [Learn about Lifetime Brown Email for Alumni](#)