

What to do when graduating

TO ALL GRADUATES

Dear Students

Many of you will be graduating at the end of this year. Before you leave the university, there are a few administrative tasks to consider when it comes to your electronic services, for example email and data.

For more helpful guides to safeguard your information before you graduate, click [here](#).

If you do not enroll for the following year, your enrollment will expire in March of the following year. On this date we deactivate your account and you will no longer have access to electronic services, for example your @sun email, OneDrive, SUNLearn or internet. Your email and data will be deleted shortly thereafter. This process is necessary to maintain a healthy and secure network and to ensure that unused, dormant accounts are not used for criminal purposes.

Warning messages are sent to the associated @sun.ac.za email address before an account or service is deactivated, so look out for these during March next year. Before your account is deactivated, you need to organize a few things in advance:

- **Create a new email address** (for example Gmail or Yahoo) for yourself.
- If you use your @sun address for banking, Facebook, Netflix, iCloud accounts or any other services or social media, **change it to your new /personal email address.**
- **Activate the Out of Office** for your Outlook mailbox and indicate in the message what your new email address is.
- Remove any **data stored on Microsoft One Drive or your home drive (H:)** and copy it on **your own external hard drive or other online cloud storage**, for example, Google Drive or Drop Box.
- Keep in mind that your student card will also expire when your enrollment expires and you will have **no access to university buildings** or any other services linked to the card.
- Remember to back up your Outlook OST file before your @sun email expires.

If you need any assistance, contact the [ICT Student Services](#) and one of our technicians will assist you.

Kind regard and good luck!
Information Technology