

# IT access for an honorary title

## Requesting IT Access for Emeritus and Honorary roles

### **For those who have received confirmation of Honorary Status (including Emeritus roles)**

If you are leaving your employment with the College and have been awarded an honorary title i.e. emeritus professor or reader, which has been confirmed in writing by HR, you must contact [ITServiceDesk@rhul.ac.uk](mailto:ITServiceDesk@rhul.ac.uk) and ask that your current email account and files are transferred to a 'new account' to give you continued IT access and files. In the request you must detail exactly what system access and information you need to maintain.

### **For those who have not received confirmation of Honorary Status (including Emeritus roles)**

If you are leaving and have been informed by management that you may be awarded an honorary title (this will be subject to approval by the Academic Staffing and Titles Committee) you should contact [ITServiceDesk@rhul.ac.uk](mailto:ITServiceDesk@rhul.ac.uk) and ask that your current email account and files are transferred to a 'new account' to give you continued IT access and files. In the request you must detail exactly what system access and information you need to maintain.

When sending your request to IT you will need to include approval from your Head of Department and [astc@rhul.ac.uk](mailto:astc@rhul.ac.uk) confirming that the account should be created (i.e. has an honorary request been made/approved).

**Note:** It is not possible for continued access to be set up automatically, without the steps outlined above, before your leave date as you will be moving from a paid into an unpaid position and your pay documents need to be produced. Until this happens after the last month in which you are paid your new role cannot be set up as we are unable to move you into the new post on College systems.

Once your new account has been created you will be sent an email to your personal email account and asked to log in using your new College ID and password. College ID (e.g. UXYP005)

## Frequently Asked Questions - IT Access for Emeritus and Honorary title

### **Why does my email and IT access have to change?**

As your employment status with the College will be coming to an end it is important that we re-validated what IT system and data access you need in the future.

### **What happens if this request to IT is not made?**

If you do not follow this process and request a transferred to a 'new account' then your staff account will be disabled at the end of your last day of employment and your emails and account will be deleted.

### **Who will approve my IT access request?**

Your Head of Department and Human Resources ([astc@rhul.ac.uk](mailto:astc@rhul.ac.uk)) will be able to confirm your conferred status and continued IT access or expected status. If you are subsequently not awarded the status proposed your access will be adjusted accordingly.

### Will my email address remain the same?

Yes, your email address will remain the same and all of your emails will be available within the new account that is set up for you. However, if the correct process is not followed your emails will be deleted on your leaving date from your paid post so you will need to ensure you notify IT in good time as set out above.

### Will I have access to all of my email history?

Yes, your email history will be migrated across to your new email account, so you will maintain your full email history if you follow the correct process before your leaving date.

### Will I have access to my departments shared drive?

No, you will no longer have access to your departments shared drive unless you have specifically requested it and your Head of Department has approved the request.

### What will happen to my old email account and \\MYDATA or Y-drive?

Your old email account and personal y-drive will be deleted so it is important that you confirm that you have access to the information you need using your new College ID (e.g. UXYP005).

### Will I have access to MyView?

No, as you will have left your employment with the College you will not have access to MyView. It is therefore essential that you print off all previous payslips and P60's before your final day. Your final payslip and P45 will then be sent to your home address you have listed on MyView.

### Will I need a new College Card?

Yes, you will need to be issued with a new College Card that identifies your new status and provides access to the buildings that you need.