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# UNT-Denton Retiree Email Access Procedure

## Background

Access to a university email account allows UNT retirees to maintain their connection to the university and engages them in UNT and departmental activities. For faculty, in particular, their professional life is often associated with their email address (i.e., interdisciplinary research on and off campus, leadership positions in professional organizations, scholarly publications). For the university, maintaining the connection also supports post retirement opportunities for retirees to serve as volunteers and enhance the retiree's value as ambassadors for the university. According to current UNT Policy 3.10 (Computer Use Policy), general access and campus network access are provided to the UNT retired faculty and staff. Although university policy allows retiree email access, it has been supported inconsistently across campus. The changes outlined below would provide procedural and consistent support for the continuation of employee email accounts upon retirement.

## Procedures Transitioning Email upon Retirement

Email access will be offered to all employees when they retire. It is the employee's option as to whether they want to continue their UNT email identity. HR will include this option on their retirement checklist form and verify eligibility. The retiree will have three options:

- **Option 1:** Continue with their current email in the UNT Employee Exchange email system.
- **Option 2:** Create new email account through EagleConnect (my.unt.edu). In this scenario, no email will be moved to the EagleConnect email account. It is the responsibility of the retiree to preserve any personal email from their preretirement email account. The retiree's existing preferred UNT email alias can be connected to their new EagleConnect address if they so choose.
- **Option 3:** Deactivate email.

HR will notify the UIT Help Desk who will facilitate notification of the distributed computing support group that supports the retiree. It is the responsibility of the distributed computing group that provides support to the retiree prior to retirement to support the retiree's transition of the email account.

## Reestablishing Email at a Later Date

Reestablishing a UNT email identity will be available for retirees who were not given or did not exercise that option when they retired. UNTRA will make this known to their constituents. Those retirees that wish to reestablish their UNT employee email identity will contact HR (Lisa Garner; 940-565-4247) who will verify that they meet the qualifications to have a UNT email. Once approved, HR will contact the UIT Help Desk who will initiate the creation of the retiree's email account in EagleConnect or will

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appropriate tier 2 technical support organization, and problem resolution will be communicated to the retiree by the Help Desk.

Employees will be removed from unit level distribution lists upon retirement. However, requests to remain on specific distribution lists should be directed to the unit supervisor for approval who will then forward to the distributed computing group for implementation.

### **Assumptions**

University account mailboxes are provided for official university business in support of the mission and goals of the university. All messages, files, personal messages, and documents are owned by the university and may be subject to open records request and may be accessed by the university in accordance with policy.

Retirees' use of a university sponsored email account is subject to all applicable policies.

Acknowledgement of UNT's Computer Use Policy (3.10) and FERPA (18.1.9) must be on file in HR before the transition process begins. This acknowledgement will be secured during the retirement process.

If no request for continuance is received within six months after retirement, the account will be scheduled for deletion. Continuation of retirees' accounts service will be reviewed annually for inactivity and deleted after six months if no activity is identified.

