IT Account Actions Related to Emeritus Notification

> ***Article 5.7 Emeritus Status*** *Emeritus designation shall be bestowed upon a retiring member of the full-time faculty or parttime faculty in Groups C & F in Article 12.8 Table upon recommendation of the department, appropriate Dean, Provost, and approval by the President. Emeriti shall be afforded at least the following privileges: desk space if available, university email account, library privileges, catalog listing, a printed certificate, professional use of the title, invitations to university functions, course privileges (full-time emeriti only) available pursuant to Article 13.13, faculty parking privileges and inclusion on the mailing lists for all university publications.*

IT acts at the directive of the President's Office and Human Resources (HR) regarding emeritus computer accounts. HR sends IT a retirement notice with the designation of either "emeritus decision pending" or "emeritus granted" for each eligible employee with a specified date to act on the account. On the specified date, IT will:

1. Remove all campus department-specific access (such as email distribution lists, secureapps, Banner).
2. Apply the emeritus role, which allows continued use of Office 365 email and library resources.
3. Update the department identifier (which appears next to your name in email) to either "Emeritus Decision Pending" or "Emeritus".
4. For those with an "emeritus decision pending" designation, an expiration of 60 days from the specified date is set. If IT has not received a notification of "emeritus granted" by the expiration date, the account is automatically disabled.

If you have an "emeritus decision pending" designation, then it is highly recommended that you back up your email and OneDrive in the event that emeritus status is not granted.

Technology Eligibility for those Granted Emeritus Status

Resource	Continued Eligibility	Comments
Adobe Creative Cloud	No	If you are hired as an adjunct or a temporary rehired retiree, you may request that the license be restored while you are working in this capacity.
BlueNet Account	Yes	
Blue Chip ID Card	Yes	Employee ID card is to be returned to HR. You will be issued an emeritus ID badge. If you are hired as an adjunct or a temporary rehired retiree, you will continue to use the emeritus badge and access will be assigned to it.
CCSU-issued Hardware (computers, mobile devices, peripherals)	No	You are expected to return these items prior to your last day of employment. Complete a Computer/Equipment Move/Return Request form via https://itrequests.ccsu.edu.
Microsoft Office 365/Email	Yes	You are transitioned to the A1 license of Office 365, which includes online versions of most Microsoft applications (this license does NOT include the ability to download/install the full version of Office).
WebEx	No	If you are hired as an adjunct or a temporary rehired retiree, you may request that the license be restored while you are working in this capacity.
Zoom	No	

Technology Support for those Granted Emeritus Status

Emeritus may utilize the IT Help Desk and Walk-in Support for CCSU-account related issues.