

## Graduates remember to pack 'digital suitcase'

### *Access to Icahn Mount Sinai technology resource for June 2025 graduating students*

Expected graduates are reminded to pack their "digital suitcase" before their degree is conferred on June 20th. Graduating students' information technology accounts will expire, so students should download and save files they want to keep. It is very important that graduating students prepare to take steps to protect and save any data they may want in the future, excluding all patient information as well as research data and materials which are intellectual property of Mount Sinai. ***Graduates who are transitioning as residents, postdoctoral fellows, or employees at Mount Sinai will receive new employee email accounts (@mountsinai.org or @mssm.edu). Student accounts will terminate by the dates stated below and cannot be used to execute the duties of a graduate's new role within MSHS. Speak to your new supervisor if you have questions about your new employee email account.***

To prepare for the closing of a graduate's accounts, students should:

- ✓ Export files from their Icahn Mount Sinai accounts, including files stored in Blackboard MyFiles, Google Drive, Microsoft OneDrive, Teams, and SharePoint. Move exported files to the external cloud solutions of their preference. ***IMMS has not enabled Google Takeout, students must export individual email messages they wish to retain.***
- ✓ Transition to a personal email account as their primary email account. Export any Icahn student email data they wish to retain, including their stored contacts. If students use their school provided email address (first.last@icahn.mssm.edu) to login into personal online/digital services, they need to transition those subscriptions or services to their personal email address immediately (i.e. Chase, AMEX, Netflix, Uber).
- ✓ Update contact information in Empower and SinaiCloud, including personal email address and new mailing address information, to ensure future receipt of important messages from the school (i.e. tax documents).

Here is a chart that highlights what will happen with specific IT services including how long graduates will have access to them.

Icahn Student Email Account (@icahn.mssm.edu)	Active until July 7, 2025
Google Drive	Active until July 7, 2025
Blackboard	Active until July 7, 2025
Office 365 (OneDrive; Teams; SharePoint)	Active until July 7, 2025
VPN	Active until July 7, 2025
Icahn Mount Sinai Library Databases	Active until July 7, 2025
Network ID	Active until July 7, 2025
Zoom	Active until July 7, 2025
MARC	Active until July 7, 2025
ChatGPT Edu	Active until July 7, 2025

***All content left in a student's Gmail account, Blackboard MyFiles, Google Drive, Microsoft OneDrive, Teams, ChatGPT Edu, and SharePoint will be permanently deleted 30 days after student account termination.***

Contact the ASCIT Help Desk at [ASCIT@mssm.edu](mailto:ASCIT@mssm.edu) if you have questions or need assistance.