**Important message for all final year students graduating or leaving this summer**

Following completion of your studies your IT user account will enter a 30 day expiry period.

After 30 days, access to your account, and all University systems will be permanently terminated. Please read the following guidance to avoid loss of data.

**Important: Action required**

**Back up any data** Any required documents from your University email

account, Learn, O365 Apps including OneDrive for Business, Athens and your Documents area (U drive)

**Update your email details**. Where you have quoted or registered with your University email address (online accounts, job applications etc.) replace this with your personal (non-university) emails address.

**Redeem any unused printer credits** by visiting Creative & Print Services in Herbert Manzoni**.** Credit that is not redeemed prior to account expiry will be lost.

Full advice and guidance can be found on the IT Services website: [www.lboro.ac.uk/it/leavers](http://www.lboro.ac.uk/it/leavers)

If you need further assistance, please contact IT Services by e-mailing IT.Services@lboro.ac.uk , or by phoning (01509) 222333.