



IT guide for departing employees

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If you are leaving the Faculty of Biology, please take care of the following IT-related issues

- Inform your local IT administrator in due time of your departure. He/she can also help you with the points listed here.
- Your email address and all **emails will be deleted** after the end of the contract.
 - There is no possibility to have the emails forwarded to your new address.
 - Max. 6 months extension is possible (see below)
- All your files at Sync&Share will be deleted.
- Your EduVPN and EduRoam-Wifi accesses will be blocked.
- All data in your personal LRZ home drive (under Windows H:) will be deleted.
- Please return any IT equipment you have been provided with.
- Take care of archiving your research data e.g. on the NAS drives. LMU requires that research data must be kept for 10 years.
- Write an email to geschaeftsstelle@bio.lmu.de that you are leaving. This will help keep our address lists up to date.

Apply for an extension of service

If you still want to use LMU or LRZ services after the end of your LMU contract, please ask your supervisor in good time to apply for an account extension with your IT group. This extension is possible for a maximum of 6 months.

IT Group 1: please fill out this form:

//NAS.ads.mwn.de/LMBI/dp1/public/IT_Account_Extension.pdf; (also via this [link](#))

IT Group 2: please write to it2@bio.lmu.de

Thank you and we wish you all the best for your new phase of work and life