Shippensburg University
Professor/Administrator Emeritus Access to Technology Resources Request Form[1]

Background and Procedures

Per the University Professor/Administrator Emeritus policy, the University is pleased to provide those who have been granted Emeritus status with an option to have a *@retiree.ship.edu* email account upon retirement. While standard procedures remove all employee computing accounts upon separation from the university, you may request a retiree email account and associated library privileges by submitting this completed form at least two weeks prior to retirement.

Request Information

Professor or Administrator Name: _____

Retirement Date: _____

Post-retirement contact information: Cell Phone # _____

      US mailing address _____

      Personal email address _____

Technology Resources Requested:

☐   Obtain **@retiree.ship.edu** e-mail

       Please note that this email account is a new account – existing email messages, contacts, calendar items, etc. cannot be automatically transferred from your existing @ship.edu account.

☐   Retain library privileges (borrowing privileges, interlibrary loan & database access)

_____   _____
Professor or Administrator Signature   Date

By signing this form, I acknowledge that the use of university e-mail or other technology resources is subject to all university policies and the Pennsylvania Right to Know Act. **I further acknowledge that access to all of my retiree technology resources will be removed if my @retiree.ship.edu e-mail account is not accessed for a full 90-day period.** Finally, I understand that I am responsible for all purchase, installation, configuration, maintenance, and troubleshooting of hardware, software, Internet connectivity, or other services on my personal computer required to access university technology resources.

           *   *   Submit completed form to the Computing Technologies Center   *   *
MCT 050 or helpdesk@ship.edu

Internal Use Only

Technology CIO Approval _____   Date: _____

Provost or Vice President

☐Emeritus Status Verified

Approval _____   Date: _____

Computing Services Processing Date: _____

Lehman Library Processing Date: _____   Barcode: _____   Entered by:_____