



SCHOOL OF MEDICINE

Program in Audiology and Communication Sciences

WUSTL Account Accessibility After Graduation

WUSTL Box

90 days after your graduation date, you will lose access to your WUSTL Box account. As such, it is highly recommended that you change ownership on any HIPAA-protected data to someone who is not leaving the university. Any personal data (non-HIPAA) may be downloaded to your personal computer or transferred to a free personal Box account prior to graduation. As a side note, if you were a student worker and your employment is terminated then you may lose access prior to the 90 days. If that happens, please contact WUIT at 314-933-3333 and they can help you gain access to your account.

If you forget to do this prior to graduation and need to gain access to the contents of your WUSTL Box account, there is a 90-day grace period after graduation to retrieve data or transition your WUSTL Box account to a personal Box account. You can contact the Service Desk, 314-933-3333, during the grace period for assistance. After 90 days, data is non-retrievable.

If you return to WashU as a student or staff member (resident) at a later time, a new Box account will be created for you. You will not be able to resume the same WUSTL Box account as before.

Email

Your WUSTL email account will remain active indefinitely after you graduate. This means you will keep your WUSTL email account and its contents. To access your email, continue logging in with your WUSTL Key as before. You will need to reset your WUSTL Key password once a year.

Your WUSTL email account will continue to meet HIPAA protection guidelines even after graduation, so you can continue using your WUSTL email account without concern. If you wish, you can delete old clinical correspondence, but this is not a requirement. You can also set up a forwarding rule to send WUSTL emails to another email address if this is more convenient for you to monitor your account. To set up a forwarding rule, login to the Outlook Web App (OWA) and follow the Instructions for the new Outlook on the web. However, please do not forward any emails with HIPAA protected data.

If you return to WashU as a student or staff member (resident) at a later time, you will continue to use the same WUSTL email account. Please note that a forwarding rule should be removed if you will be transmitting any HIPAA protected information.

Zoom

WashU's contract with Zoom is specifically for current students, faculty, and staff. While students will have access through the weekend of graduation, after this time, access to their WUSTL Zoom account will end. Students who are no longer current at WashU may still attend Zoom meetings but will no longer be able to create their own Zoom meetings with their current account. However, students may use their WashU email and sign up for a basic account, which

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will grant them access to the Zoom meetings they already have scheduled. Please note that these meetings will have the restrictions of a basic account (a meeting with over 3 attendees will have a 40-minute time limit).

Canvas

Generally, courses will be available for 365 days after the end of the semester. **Note:** Instructors or admin can make changes and end access sooner. Check with your instructor to verify length of access.

After graduation, your WUSTL Key continues to remain active for Canvas, even though you are no longer a current student. However, the above rules about length of Canvas course access after the end of the semester still apply.

Other Resources

After your graduation date, if you have Microsoft Office apps installed on your personal computer from your WashU Office 365 account, you will no longer have access to these apps. In order to obtain the Microsoft Office apps, you will need to sign up for a personal account. If you return to WashU as a student or employee at a later time, you will be able to install these apps on your computer again through your WashU Office 365 account.

After 90 days post-graduation, you will lose access to your free student Remote Access account, which is used to access online journals, e-books and other research tools through Becker Library. If you return to WashU as a staff member (resident), you will need to apply for a non-student account with a \$25 annual fee.

Epic and Clinical Desktop Access

If a graduate is also an employee at the time of graduation, they will continue to have access.

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Washington University School of Medicine at Washington University Medical Center, MSC 8042-26-2000, 660 S. Euclid Ave., St. Louis, Missouri 63110, (314) 747-0104, *Fax:* (314) 747-0105, <http://pacs.wustl.edu>