

Quick Tips

for

Alumni Account Extensions

Requesting an Alumni Computer Account Extension

Upon individual request, the Information Technology department will extend graduating Westminster students' computer accounts for one-year from the date of graduation. If you are a graduating Westminster student and would like to have your account extended, please contact the Alumni Office at (801) 832-2748 with the following information:

- First, middle, and last name
- Birthday
- Westminster 7 digit Student ID
- Date of graduation

Requests Prior to Graduation: If you request an alumni account prior to graduating, your Alumni account will have the same login name, password, and email address as your student account. All of your network files will be saved. You will lose your current email messages and personal GroupWise address book.

Requests After Graduation: If your student account is deleted before you request an alumni account, you will receive a new login name, email address, and password. New login names will be based on your initials and birthday in MMDD format. If you don't have a middle initial, there is no character. Your initial password will be your full Social Security Number with no dashes. For example:

Name	Ryan Lewis	Ryan Joel Lewis
Birthday	May 8	May 8
Login Name	rl0508	rjl0508
Password	123456789	123456789

Alumni Computer Account Extension Services

All Alumni accounts are deleted after one year from date of graduation. Alumni computer accounts must adhere to the Responsible Use of Technology policies available at www.westminstercollege.edu/support. Alumni computer accounts receive the following services:

- Email account
- Network account and file storage space
- Printing (on campus access only)

Stay Connected: Join the Westminster Alumni Online Community!

All Westminster graduates are encouraged to join the Alumni Online Community. More information is available at www.westminstercollege.edu/alumni_visitors. Services include:

- Email forwarding for life
- Class notes
- Alumni directory
- Alumni e-newsletter