When postdocs (and grad students) leave

Instructions for Postdocs (and Grad Students) leaving Brandeis.

Courtesy Appointments
If you are going to collaborate with Brandeis and will need access to services or to the buildings after you leave, ask your advisor or Brandeis faculty collaborator to sponsor a courtesy appointment for you. Advisors should email sciPersonnel@brandeis.edu

Keeping Brandeis IT services

email
Current policy is that a Brandeis-associated gmail account should stay open indefinitely for former students, grad students, and postdocs. No action should be required to keep your account.

- if you became a research staff member after being a postdoc, you might want to double-check that your account will be handled this way.

library access
Expect to lose access to Brandeis library resources. You will need the courtesy appointment to request continued access. Fill out the library access request form.

VPN and shell server access
Expect to lose access to the Brandeis VPN (wormhole.brandeis.edu / vpn.brandeis.edu) and to the Brandeis shell servers. To request an extension, email idm@brandeis.edu specifying which service(s) you need, and attach a courtesy appointment letter. Extensions will match the term of the courtesy appointment, up to one year.

(the courtesy appointment may or may not be strictly necessary for VPN access)

You will lose the ability to edit personal websites on people.brandeis.edu
When your shell access expires, you will have no way to edit any personal website you might have in the UNet system (something on https://people.brandeis.edu)

To be safe, I suggest that you make yourself a copy of the site, then delete the website (it is at ~/WWW on the shell servers).

If you own a site that you can't reach that you simply want deleted, contact the Help Desk and request that they delete it.

Data
Laboratory notebooks and data belong to the university and should be left in the care of the lab PI.

- Discuss with your advisor what copies of data you are allowed to take with you when you leave.
- Discuss with your advisor what the lab's policies are with respect to continuing access to lab fileservers.

Mailing Lists
- the easiest way to unsubscribe is by visiting https://lists.brandeis.edu/