

# End of Year Technology Notice

As you prepare for your transition to life after NIS, the NIS IT Department would like to remind you to stop by our office for the removal of licensed, NIS software from your (child's) laptop, as well as the following important dates for access to various IT services online. *Please note that we will be closing at 1215 on Friday, 15 June 2018 for the end of school and DragonBoat holiday.*

## Laptops

Whether you have the NIS student image on your computer or not, we need to make sure that there is **no** NIS licensed software on your computer before you leave. This is part of the check-out procedure, so please make sure to stop by our offices **before 1215 on 15 June 2018**. We can facilitate the backup of your information during this process as well (though this will add time so best to come in a day before you plan to leave). You just need to provide us with a hard drive.

## eMAIL ACCESS

Departing students will have access to their NIS email accounts **until 31 July 2018**

- On **1 August 2018** these accounts will be disabled (i.e. if you need to access an old email, you can contact [it-help@nanjing-school.com](mailto:it-help@nanjing-school.com) - just make sure to put "NIS Family" in the subject line)
- On **1 October 2018** these accounts will be deleted
  - **Graduated** students will have access to their O365 accounts **until 14 December 2018**

## SERVER ACCESS

- Student access for Leaving/Graduating students will be removed by the **18 June 2018**

## OFFICE 365

- Departing/Graduating Students will have access to only the *online* versions of our Microsoft Office 365 suite (Word, PowerPoint, etc.) **until 1 October 2018**



## VERACROSS

- Graduating Student roles will change from *Current Student* to *Graduate/Former Student* and account privileges will begin to be removed on **26 May 2018**
- Departing Student roles will change from *Current Student* to *Former Student* and account privileges will be removed at the end of the day on **15 June 2018**
  - *Please make sure to download any transcripts or reports **before** this date*

## SEESAW ACCESS

- Seesaw classes will be archived on **22 June 2018** in order to update the system with the new classes for the first day back.
  - If you're leaving and/or would like an archive of your child's work to this point, please follow [these directions](#) to download and save their SeeSaw portfolio.
- Any archived class can be unarchived for temporary access should it be needed.

