

Retirees and Emeritus Accounts

1751 Laurie Sherrod August 1, 2023 [Software & Hardware](#), [Support & Services](#)

In accordance with [Clemson University's Username and Password Policy](#), on the day of retirement/termination, your Clemson Username will be deactivated. This means your access to Clemson employee resources will no longer be available unless you are with the Emeritus college.

IT Support

Retirees and Emeritus faculty receive primary IT support from the CCIT Support Center. Support can be requested by phone, email, and live chat by selecting from the options under Get Help on the right side of this page. IT services are also available in person at the Help Desk located on the second floor of Cooper Library. Hours of operation are located [here](#).

Additionally, Emeritus faculty can also receive support through the Emeritus College at their off-campus location for easier parking.

Email Options

Email can be configured at CCIT's [Email Control Panel](#). Note: you must have an active username to access the email control panel.

Selecting the check box for "Deliver email to my Google Apps for Education mailbox (g.clemson.edu)" will set an automatic forward from your @clemson.edu address to your @g.clemson.edu address. This will not interrupt mail delivery to your @clemson.edu address if you are still connecting through the Exchange server. After you retire, you will lose access to your gmail unless you are with the Emeritus college.

Account Extensions

Employees who have separated from the University, for retirement or other reasons, will automatically have their email privileges revoked. Retired Faculty may retain email privileges provided they remain a part of the Emeritus College.

Employees who have separated from the University, and are in good standing, may have email privileges extended for a maximum period of one year. Approval must be obtained from a Department Head verifying the employee will continue to conduct University-related business.

Requests can be made by emailing ITHelp@clemson.edu or calling the CCIT Service Desk at (864) 656-3494. The request should include retiree status, if applicable, and how long the extension should last. Due to security policy, this request must come from the dean or department head. The retiree must be doing work for Clemson University.

Once this request is processed you will be able to access your account as you had when you were employed. In order to avoid an interruption of your access, a dean or department head can place a request before your retirement/separation date to ensure access continuity.

Google Accounts

Employees who are not a member of the Emeritus college will lose access to all of their Clemson Google Apps for Education data when they separate from the university. They should download any data they need prior to their last date of employment.

Software

Emeritus faculty are covered by some but not all of our software licenses. To learn more about the software emeriti are entitled to under Clemson University's current software licenses, click [here](#).

Box

When a Clemson user loses his access to his Clemson account (username and password), his Clemson Box data will be no longer available to any collaborators (including Co-Owners). So it is strongly recommended that retirees change ownership of their Box folders before retiring - giving ownership to a Clemson user who will still be at Clemson. For instructions on how to change ownership of a Box folder click [here](#).

If you have more questions, email ITHELP@clemson.edu or call 864-656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=1751>