



## mySSC Account Retention Policy

### Former Student Access

**Microsoft:** Access is typically removed at the end of the academic year of last attendance. To re-license after this point, sign out and then purchase a personal copy and sign in with that account.

**Library resources:** Access revoked

**Software subscriptions:** Access revoked.

**Email:** Student email accounts will be deleted three years after the last date of attendance. Deletion means all photos, emails and documents stored in student Google accounts will no longer exist. Students may move their data to another storage location such as a USB drive, external hard drive or cloud storage account. Students may save or transfer their data to another email account using Google Takeout.

How to use Google Takeout: <https://support.google.com/accounts/answer/3024190?hl=en>

**mySSC:** Access to mySSC will remain enabled for 3 years beyond the students last date of attendance. After 3 years of non-attendance access to mySSC will be removed.

\*\*\* The College requires returning students to reapply for admission after 2 years of not being registered for courses. <https://www.starkstate.edu/admissions/returning-students/>

### Separated Faculty/Staff Access

**Microsoft Office apps:** Access is revoked. To re-license after this point, sign out and then purchase a personal copy and sign in with that account.

**Library resources:** Access revoked.

**VPN:** Access revoked.

**Software subscriptions:** Access revoked.

**Email:** Access revoked.

**mySSC:** Access revoked.