Before you graduate, I.T. suggests you take some time to organize your account so that you are ready for the transitions that will occur from moving your account from active student status to alumni status. Once the account is transitioned, you will no longer be able to access any stored files on the (H:) drive, so moving these files in advance before leaving campus is recommended.

Please Note: The account transition will delete all files on your network drive permanently.

**From On Campus:**
Using a computer on campus, such as in a computer lab, you can move files from your (H:) Drive to Google Docs or removable media. Check out this knowledgebase article for more details on your (H:) Drive:

https://itkb.ycp.edu/article.php?id=446

**From Off Campus:**
To move documents using a computer off campus, or on a personal computer, log into myFiles to retrieve anything that is saved to your (H:) Drive. You can then save these documents to Google Docs or removable media. Check out this knowledge base article for more details on myFiles:

https://itkb.ycp.edu/article.php?id=238

When your account transitions to alumni status, you will no longer have access to the YCP wireless and will need to connect instead to the Guest Wifi.

April 2015
Congratulations

The Department of Information Technology (I.T.) would like to congratulate you on completing your degree and commend you on your accomplishments.

As an alumnus, you will retain access to the myYCP portal. Your network account will transition to your new role of alumni status. You will still be able to access your:

- YCP Gmail account
- Google Apps
- YCPweb (to view unofficial transcripts, 1098T tuition payment tax form, and W2/W4 forms if you worked on campus).

We encourage you to consult the "Before Graduation" section of this handout to make sure you are prepared for the transition to your new alumni status.

When will this transition occur under the current system?

- Students that graduate in May or August will have their accounts transitioned in February of the next calendar year
- Students that graduate in December will have their accounts transitioned in June of the next calendar year

What is an Alumni Account?
https://itkb.ycp.edu/article.php?id=184

Announcements
Keep in mind, you will continue to receive campus related announcement emails until your account transitions to alumni status. Once the transition occurs, you will no longer receive these emails.

Password Changes and Resets

If you have not yet enrolled in the password change system we suggest that you do this before you leave campus. Registering an alternate email and phone number will ensure that you are able to recover your password 24/7.

To Enroll:
https://changeme.ycp.edu

Gmail

As an alumnus, you will retain access to your York College Google Applications after your network account transitions to alumni status. This will include your YCP email account with Gmail. Your email address will remain the same and there will not be a change in the amount of storage for your email. This is a great place to save files before leaving campus.

For more information on Gmail:
https://itkb.ycp.edu/article.php?id=432

Google Drive

Once your account is transitioned to alumni status, you will no longer be able to access your (H:) drive, but you will be able to continue to access your Google Drive via the myYCP portal.

For more information on Google Drive:
https://itkb.ycp.edu/article.php?id=624

York College Alumni have benefits!
Find out about them on YConnect

Visit YCP’s alumni online community at www.YCPAlumni.com to:
- Update your address, contact information, employment information, marital status, find a classmate, or customize your own directory profile
- Print out an unofficial transcript
- Find out about alumni events on campus or with your local chapter
- Become a volunteer
- Make an online gift or pledge to the YCP Annual Fund
- Submit class notes for publication

You need your 902/903 college ID# to log on. Contact the Alumni Office if you need your number, or for any other questions you may have.

We can be reached at:
717-815-6642, or at alumni@ycp.edu

Contact

Contact the I.T. Help Desk at:
717.815.1559
ithelp@ycp.edu
Check out our Facebook
YCP IT Help Desk