

## Top 4 IT things Final Year Students should do before leaving Northumbria

**We hope you've had an amazing time at Northumbria and are leaving for new and exciting adventures.**

When your course ends your IT account will close, therefore, we wanted to highlight key tasks you should do in preparation for departure and make sure you're not caught out.

Your course end date is the date entered onto your Student Record by your Faculty – this will take into consideration any extensions, resits or deferred exams.

If you're staying with us as a Postgraduate, then your account will still be there.

If you have any queries about this, visit your Student Portal at <https://myportal.northumbria.ac.uk/> click the Ask4Help button and then enter your query in the **Mail Us** box.



### **Forward Emails & check all contacts know your new address**

As your Northumbria email account will close, you should forward important emails to your personal email account. It's also important to email key contacts to tell them your new email address, and check that your CV/job applications don't state your Northumbria email address.



### **Move important items out of your OneDrive**

After you leave your OneDrive will be deleted, so take some time to check what files are there that you need to keep and move them across to a personal storage area.



### **Check your Contact Information**

The University will need to keep in touch with you after you finish, so make sure your contact information is up to date. Visit the [Student Portal](#) and click **My Info > My Records**.



### **Transfer your Pebble+ account**

You must transfer your account if you would like to use it after you leave the University; meaning the ePortfolio you have built up during your time here is not lost and can travel with you.

[Click here to see the steps to transfer your PebblePad account](#)

**24**  
HOURS

**IT SERVICE DESK - OPEN 24  
HOURS, 365 DAYS A YEAR**

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