



Are you leaving Stony Brook?
Graduating? Transferring? Taking a leave of absence?

Important Information Regarding access to your Blackboard, Lotus Notes, Sparky Account, & SB Drive

Sparky & Lotus Notes (E-Mail) / Student / Club websites

Your Lotus Notes & Sparky account (including email account, Web space, and Internet access) will be **deactivated** at the end of the incompleting period, the last day of removing incomplete grades, of the first semester you are not registered. If you do not return the following semester, your account will then be **deleted**.

Club Account? If you are currently the owner of a club account, please have one of the new officers come to the Union SINC Site Room 080 to change the ownership of the club account. If they do not, the club account will be deactivated along with your sparky account.

Blackboard

All students (even returning students) lose access to their old courses the semester after the course has finished, usually, a few days after the Last day to complete an Incomplete.

If you are not registered for courses for 1 semester, you may lose access to your Blackboard account after the last day to complete an incomplete. Your Blackboard account (including Blackboard Postings, Files stored in the Digital Dropbox & access to Class Material) and the Sparky* account (including email account, Web space, and Internet access) will be **deleted** the second semester

SBU Drive / Net ID

Your access to the SBU Drive (including any files you have placed in the 100 MB personal storage space) will be removed approximately 6 months after you leave Stony Brook.

What should you do?

1. Update your e-mail address in Blackboard & SOLAR. . . Notices will be sent out when accounts are scheduled to be deactivated!
2. Download any files that you want from your SB Drive, Sparky, and your Blackboard account that you wish to retain after graduation.
3. If you wish to forward your email from Sparky to another account, create folders within your email account, save emails in a mail folder, or download and view you email on your personal computer, please see "[Taking your computer files & mail with you](#)".