

# Teacher issued laptops must be returned to the Department of Technology.

## Leaving Suffolk Public Schools?

If you are leaving Suffolk Public Schools due to a transfer, promotion, leave of absence, resignation, or retirement; there are several items to resolve **BEFORE** your Suffolk Public School's user account is deactivated. When your SPS account is deactivated you will no longer have access to your work computer, My Documents, Suffolk Google account, Edivate or SOFA. Please plan in **ADVANCE** to secure any items you need from these resources prior to your account being disabled. During the school year, user accounts are disabled the day after the resignation or retirement date. Through the summer, this date is affected by the employee's contract and pay option. For assistance in completing tasks below, please contact the HelpDesk **BEFORE** your account is deactivated.

### My Alio

You will continue to receive tax forms through MyAlio even though you are no longer an employee at Suffolk Public Schools. Be sure you:

- Know your MyAlio credentials;
- Associate a personal email account with your MyAlio account in case you forget your credentials.

Login to MyAlio ([myalio.spsk12.net](http://myalio.spsk12.net))

Click Account (upper right hand corner)

Click the + by Application Settings

Change your SPS email listed to a personal email

### Edivate

You will no longer be able to access information in Edivate once you leave the division. If you will need to recertify be sure you:

- Download your transcripts to document professional development points you have earned that can be used for recertification;
- Print any evaluations you want to take with you.

### My Documents

You will no longer be able to login to a computer to access your documents in My Documents. Be sure to:

- Give appropriate documents to a colleague, team teacher or replacement on a jumpdrive or through Google Drive;
- Save personal items on a jumpdrive or upload to a personal Google Drive.

Documents with student data and division resources should **NOT** be considered personal items.

### Suffolk Google Account

You will no longer have access to your Suffolk Google account. This includes Gmail, Drive, and Calendar. Be sure to:

- Transfer ownership of appropriate documents to a colleague, team teacher or replacement;
- Download and then upload personal items to a personal Google Drive account.

Documents with student data and division resources should **NOT** be considered personal items.