

Table of Contents

Leaving IAC.....	1
ETH Account and VPN.....	1
ETH Guest Account.....	1
ETH Mailbox.....	1
Email Forward.....	1
Web.....	2
Data.....	2
Repositories.....	2
ETH Cluster.....	2
CSCS.....	3
Mac Specials.....	3
Office.....	3
Vacation.....	3
Software.....	3
Stay in touch with us.....	3

Leaving IAC

Start here:

General information can be found here:

- in English Leaving ETH: Important Information
- in German Wichtige Informationen zum Austritt

ETH Account and VPN

- **Administrative-technical employees:** ⚠ If you leave ETH, your ETH account (login, VPN, mail, etc.) **will be disabled immediately**
- **Guests:** When your guest period expires the account is deactivated
- **For all others:** If you leave ETH, your ETH account (login, VPN, mail, etc.) will be closed after **180 days**
- Log in to <https://password.ethz.ch>, go to **Self Service** ➡ Display summary. Check the **End date** under **Operational Data**. The end date under **Relations** is normally 180 days before your account's end date (see above)

ETH Guest Account

- Without an ETH account you can no longer login to a IAC Linux or Windows system or to the ETH cluster Euler
- If needed, you can request to get an ETH guest status with an ETH guest account (you should get the same username again).
- To request an ETH guest account please contact your administrative staff
- The guest account has to be approved by a budget officer (your professor)
- For more information please see <https://ethz.ch/staffnet/en/employment-and-work/guests.html>
- Most ETH guests are not allowed to have an ETH mailbox. **Please save your ETH mails in advance!**
- Employees of an ETH Domain institution (EPFL, Empa, PSI, WSL, EAWAG) can request an ETH mailbox after registration of the guest stay, please contact iac-it@env.ethz.ch
- If needed we can offer an email forward, please contact iac-it@env.ethz.ch. Please note, the email forward can only be created after your ETH mailbox has been deleted
- If you need access to Euler resources (CPU, GPU) with a ETH guest account, please contact urs.beyerle@env.ethz.ch

ETH Mailbox

- Please consider to export and save your mailbox before employment ends
- Your **mailbox will be deleted after 180 days!**
- The only exception: If you continue to work within the ETH Domain (EAWAG, Empa, WSL, PSI, EPFL), you can apply for a ETH guest account with a mailbox

Email Forward

- We recommend to setup a forward and an autoreply
- Forward:
 - ◆ Login to <http://password.ethz.ch>
 - ◆ Self Service ➡ Manage forward

- Autoreply
 - ◆ Login to <https://mail.ethz.ch/owa/>
 - ◆ upper right corner, click on the wheel ➡ automatic replies
 - ◆ (x) Send automatic replies
 - ◆ For example "I'm no longer working at IAC/ETH. Please use my new email foo.bla@bla.ch."
 - ◆ Save
- After 180 days your ETH mailbox will be deleted! Afterward emails to your ETH address will be returned as "unzustellbar"/"undeliverable".
- If needed we can offer an email forward, please contact iac-it@env.ethz.ch. Please note, the email forward can only be created after your ETH mailbox has been deleted.

Web

- **IMPORTANT:** Your personal webpage under <https://iac.ethz.ch/people-iac.html> will be **removed** by ETH IT at the day your contract ends!
- You may want to save the information added to your personal webpage before that date ➡ <http://www.adressen.ethz.ch>
- The alternative personal webpage <http://iacweb.ethz.ch/staff/guest> will be deactivated a few month after you've left by IAC IT.

Data

- **IMPORTANT:** Your data on ETH **Polybox** will be deleted as soon as your ETH account expires.
- **IMPORTANT:** **Local data** on your IAC Workstation or Laptop (**/lhome**, **/scratch** under Linux, and **C:** and **D:** drivers under Windows) will be **DELETED** !
- **IMPORTANT:** Data on **lake64:/scratch1** and **lake64:/scratch2** will be **DELETED** !
- Please **clean up your data** before leaving!
- Either transfer the data to your new employer or store it on a personal harddisk
- If your data should be still used at IAC, we recommend to transfer the data to an IAC user. Please ask iac-linux@env.ethz.ch to change the ownership of the files and folders
- In general we will not delete data that is stored on a fileserver (like home directories, data on Linux storage servers). But at some point they will be archived or deleted in consultation with user or his/her supervisor
- As soon as the user account is deactivated, we will **archive** the home directories (Linux and Windows)
- Archived data will be **DELETED after 10 years** !

Repositories

- We will not delete any repositories on IAC git or IAC svn server
- However, if your ETH account expires, you will lose access the above services
- In case you would like to keep access to your git repositories on IAC git, contact us (iac-git-admin@env.ethz.ch) and we can change your IAC/ETH Gitlab account to a local IAC Gitlab account
- **IMPORTANT:** Your repositories on GitHub's under the C2SM organization repositories (C2SM-RCM and C2SM-ICON) will be **deleted**

ETH Cluster

- Your account on the ETH Cluster **Euler** is connected to your ETH account
- Login to Euler will be no longer possible, when your ETH account has been expired

- **Please clean up** your files and folders on Euler including your home under **/cluster/home** and if existing, your folder on **/cluster/work/climate** before you leave
- Your home directory on the ETH cluster under **/cluster/home/** will be **deleted** shortly after your ETH account expires
- If you are no longer connected to IAC, you will lose the membership of any **shareholder group**. Even if your ETH account is still valid. See also EulerClimateMembers

CSCS

- Your CSCS account is independent to your ETH account. But may depend on a project
- **Please clean up** your files and folders at CSCS including your home under **/users** and your data under **/project** and **/store**

Mac Specials

- When you return your Mac Book Pro or iMac, it will be completely erased and then reinstalled. In case I am not there, please disable 'Find my' location services and log out from your iCloud account. Otherwise the computer will be locked!

Office

- **Clean up** your desk and shelves!
- Don't forget to take all your **personal belongings** with you
- Bring back your office key to CAB F 41.1
- Please pay your **coffee debts** before you leave!

Vacation

- Review your holidays/absences and update them accordingly in the ETHIS system. Please take your holidays before your leaving date!

Software

- Upon employment termination or in case of non-renewal by ETH, users are obliged to remove all software licenses from their personal computers. All copies must be destroyed and may not be used any more.
- As long as you are working at ETH, you can order software from <https://www.studyhouse.ch>. Some software can also be used when you are leaving ETH.










Stay in touch with us

- Subscribe to the IAC Seminar mailing list to get announcements of IAC seminars and colloquia
- Please provide an email address that we can use to contact you for Alumni events

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