Onondaga Community College grants upon request OCC retirees in good standing the privilege and benefit of using the OCC email system. This is extended to employees retiring from full-time, permanent positions and who have worked for OCC for at least ten years. Retirees who meet these qualifications must sign this form and comply with the following rules.

1. Users of the OCC Email system must abide by OCC’s Computer Systems and Communications Networks Usage Policy and Email, Telephone, and Voice Mail Usage Policy. Note that these policies include the following requirements and expectations:
   - All users are required to comply with all applicable OCC policies, procedures, standards, guidelines; and municipal, state, and federal laws, rules, and regulations.
   - Computer accounts and passwords are assigned to one individual, and should be used by only that person.
   - College email accounts are not private. While OCC does not generally monitor or access email, it reserves the right to monitor, access, review, and disclose such information where appropriate.

2. Only the web browser based email client at http://owa.sunyocc.edu will be supported for off-campus access to the OCC email system.

3. Mailbox storage size will be limited to 100 MB for retirees.

4. Accounts that have not been accessed for six months are deleted without notification.

5. OCC will not be held liable for the loss of any data or undelivered email. OCC’s normal backup and recovery mechanisms will be used on retiree email accounts. This may prohibit the restoration of a single mailbox, folder or message.

6. Retirees may continue to receive email from college-wide distribution lists but sending to distribution lists will not be available.

Please indicate your last day of employment: _________________________

Check One:

☐ I request the continue use of OCC’s email system and agree to the rules and regulations.

☐ I have been offered and decline the continued use of OCC’s email system.

Employee’s Name (print): _________________________________

Employee’s Signature: _________________________________ Date: __________

Information Technology Staff – Complete this section

Processed by: _________________________________ Date: _________________________________

Account ID is: _________________________________

Info Sent: _________________________________ Date: _________________________________

Updated: 06/12/09