

Emeriti FAQ

How do I keep and renew my Emeritus access?

Please click the link for step-by-step instructions on keeping your access available: [Emeritus Self Service Process](#)

How is an Emeritus identified?

Individuals are identified as an Emeritus by their Human Resources employment record upon retiring from the university if they were a member of United University Professions or Management Confidential. An individual's Human Resources employment record must indicate Emeritus status. Please check with your department or Human Resources to confirm this record is in place upon retirement.

What if my employment record in Human Resources does not indicate that I am of Emeritus status?

If you do not see the Emeritus task in MyUAlbany for retaining services or if you received an IT Accounts closure email, then your Emeritus status employment record is incorrect or not in place. Please contact Human Resources to have your records updated accordingly. Once corrected you will be able to retain your IT accounts.

What happens upon retirement?



An Emeritus is individually accountable for reporting whether they want to retain email and IT access to applicable University online services to the Identity and Access Management Group in ITS.

1. Upon the retirement date, ITS sends information about what access to resources (such as shared folders, shared mailboxes, etc.) is currently being retained by notifying the former department via a termination notification. This will allow the former department to view the emeritus' access and update accordingly.

2. At the same time the department is notified, emeriti are sent email notifications to complete a task to retain their IT access within the next 30 days. Emeriti are able to retain their email and access to online resources once they complete their last day of employment at the University by completing the Task in MyUAlbany called "Emeritus Invitation." This extends access for one year.



The email notification will **only** be sent to the Emeritus UAlbany email address i.e. [@albany.edu](#)

3. The following year, the emeritus will receive a renewal notification to renew their access for another year.

What services are Emeriti entitled to?

Emeriti are able to retain their email and access to online resources. Please click the link for a complete list of services: [Services Accessible to Emeriti](#)

What process takes place if Emeritus choose to retain services?

1. An Emeritus will receive at least three notices alerting them that their access to UAlbany IT services will be removed at the end of 30 days, unless they log in to MyUAlbany and complete either "**Emeritus Invitation**" or "**Emeritus Renewal**," task.

To see step by step instructions for completing the MyUAlbany Task, please click the link: [Emeritus Self Service Process](#)

2. Should an Emeritus decide to retain email and IT access to applicable University online services, they will be notified by an annual renewal email notification sent by the ITS Identity and Access Management Group.



The email notification will **only** be sent to the Emeritus UAlbany email address i.e. [@albany.edu](#)

How do I re-activate my mailbox or if I forgot my password and need to reset it?

If you lost access to your account, you will need to reset your password to get back in. Please click the link to follow the password set/reset process: [How to Set or Reset Password and Obtain NetID](#)

How do I use Outlook Web App - OWA to access UAlbany Mail?

Please click the link and follow the instructions at: [Use Outlook on the web to Access UAlbany Mail](#)

What if I prefer to use another email service and want to forward my UAlbany Mail to another email provider?

Please click the link and follow the instructions at: [Forward All UAlbany Mail To Another Address](#)

