

Top 4 IT things Final Year Students should do before leaving Northumbria



We hope you've had an amazing time at Northumbria and are leaving for new and exciting adventures.

When your course ends your IT account will close, therefore, we wanted to highlight key tasks you should do in preparation for departure and make sure you're not caught out.

Your course end date is the date entered onto your Student Record by your Faculty – this will take into consideration any extensions, resits or deferred exams. If you're staying with us to do your Masters then your account will still be there.

If you have any queries about this, contact Ask4Help:

- **On campus:** Visit Student Central at City, Coach Lane or London campuses
- **Phone:** +44 (0)191 227 4646 (Newcastle) or +44 (0)191 349 5901 (London)
- **Mail:** Use the "Mail us" button to send a message.

1 Forward Emails & check all contacts know your new address

As your Northumbria email account will close, you should forward important emails to your personal email account. It's also important to email key contacts to tell them your new email address, and check that your CV/job applications don't state your Northumbria email address.

2 Move important items out of your U Drive

After you leave your U Drive will be deleted, so take some time to check what files are there that you need to keep and move them across to a USB, portable drive or Cloud storage.

3 Check your Contact Information

The University will need to keep in touch with you after you finish (for example, to send you your Congregation tickets), so make sure your contact information is up to date.

Visit the [Student My Northumbria portal](#) and click **My Info > My Records**.

4 Transfer your Pebble+ account

You can transfer your account and use it after you leave the University; meaning the ePortfolio you have built up during your time here is not lost and can travel with you.

For advice click: [How do I keep my ePortfolio now that I am graduating?](#)

IT Support - open 24 hours, 365 days a year

Email it.helpline@northumbria.ac.uk

Phone 0191 227 4242

Chat northumbria.ac.uk/itchat



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