Alumni Email Policy

Last Saved: 4/9/2018 9:53 AM

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Revision History

Revision Date	Version	Person Making Change	Comments
May 29, 2014	1.0	Larry K. Emmons	Updated based on review.
July 14, 2014	1.0	Larry Emmons	Updated to new template.
Oct. 14, 2014	1.1	John LaPrad	Added Alumni forwarding option
March 23, 2014	1.1	Larry Emmons	Updated Deactivation section with process link. Removed space and time restrictions.
April 4, 2018	1.1	Pat Samolewski	Change Vmail to Email.

Note – When this policy is updated, repost to the ITS pages in the SVSU portal and web site.

Alumni Email Policy

- SVSU alumni are granted access to an SVSU email account indefinitely. They may access such using the Email option under Quicklinks on the SVSU main web site.
- Alumni may forward email out to 3rd party email systems if they choose.
- Alumni who graduated in or after December of 2002, retain access to the SVSU email account that was established for them during their time as a student at SVSU. Also, alumni who graduated prior to December of 2002 and who have been granted access to an SVSU email account during or after Fall of 2002, similarly retain email access.
- Alumni who graduated prior to December of 2002 and who have not been granted access to an SVSU email account during or after Fall of 2002, need to contact the Alumni Relations Office to have their previous SVSU email account re-activated or a new one created.
- In addition to degree attaining students, College of Education certification graduates are considered as alumni. For purposes of this policy the following apply to these certification graduates:
    - Only certification students who graduated after June 30, 2000 are eligible.
    - Certification students who graduated after 2003 retain access to the SVSU email account that was established for them during their time as a student at SVSU. Also, certification students who graduated prior to 2004 and who have been granted access to an SVSU email account after Winter of 2004, similarly retain email access.
    - Certification students who graduated prior to 2004 and who have not been granted access to an SVSU email account after Winter 2004, need to contact the Alumni Relations Office to have their previous SVSU email account re-activated or a new one created.
- Also, in addition to degree attaining students, College of Education endorsement recipients are considered as alumni starting in June 2014. For purposes of this policy the following apply to these endorsement recipients:
    - Only endorsement recipients who were recommended after September 1, 2009 are eligible.
    - Endorsement recipients who were recommended after 2013 retain access to the SVSU email account that was established for them during their time as a student at SVSU.
    - Endorsement recipients who were recommended prior to 2014 and who have not been granted access to an SVSU email account, need to contact the Alumni Relations Office to have their previous SVSU email account re-activated or a new one created.
- Alumni who want to change their username due to marriage, etc., need to contact the Registrar's Office, registrar@svsu.edu. Alumni will be required to provide (faxing allowed) appropriate ID verification information. The ID change will be processed within one week, except no changes will be made during registration periods. The ITS Support Center will contact the alumni upon completion of the change.

Deactivation Requests

Alumni who no longer want to have an active SVSU email account may submit a deactivation request from their SVSU email account to: support@svsu.edu. IT Support will follow the Alumni Email Deactivation Procedure.

Alumni Account Questions/Requests for Activation

All requests for information regarding alumni email accounts will be directed to the Alumni Relations Office, alumni@svsu.edu, 989-964-4196.

Alumni Email Account Password Information

Password self service functions are accessible by using the "Change Network Password" link under Quicklinks on the main SVSU web site. Prior to logging into email for the first time, alumni must activate their account by selecting the "Activate New Account" option. Please refer to the Password Change Policy link available on the Change Network Password site for additional password information.