



Retiree E-Mail Agreement Form

Winona State University (WSU) is supportive of continuing retiree access to WSU email because of the important roles retirees play, in many and varied ways, to advance the mission of the University. However, in this era when data security is of such concern at several levels, the Minnesota State System office has called for new scrutiny of the services provided in order to improve data security and reduce liability risk within system institutions that provide email and online services. This includes retiree use of WSU email services. Since retiree access to email services is, and always has been, a privilege granted to retirees by WSU, and is not regarded as a right or obligation to retired employees, we are requiring all retirees to complete this form.

As a retiree, you will be given a one-time option at the time of retirement to request a "retiree" e-mail. Under rare circumstances, the college president may disapprove the provision of an email address to a retiree.

By signing this agreement, you agree that your use of WSU email or technology will be in accordance with Minnesota State Colleges and Universities Acceptable Use of Computer and Information Technology Resources Policy 5.22 and the accompanying procedures which can be found at <http://www.minnstate.edu/board/policy/>.

WSU e-mail addresses are not available to employees who resign, are non-reappointed or otherwise terminated.

If you wish to continue your access to WSU email, please complete this agreement form and return the original copy via email, or, in person, or, by post to: Lori Mikl, Legal Affairs, Somsen Hall 202B.

Employee/Retiree Information:

Name: _____ STAR ID: _____

Contract Title: _____ Department: _____

Retirement Date: _____

I request to continue my current e-mail address as a retiree.

Attestation by Employee/Retiree:

- I acknowledge that I am not an active employee of the College/University and that I am not to portray myself as such
- I understand that my employee email account will be purged.
- I acknowledge I am aware of and have reviewed the Minnesota State Policy on Acceptable Use of Computers and Information Technology Resources, 5.22. The policy can be found at <http://www.minnstate.edu/board/policy/>
- I will comply with the University's policies and procedures regarding electronic communications, including, but not limited to, the Minnesota State Policy on Acceptable Use of Computers and Information Technology Resources.

Retiree Signature: _____ Date: _____

I do not approve the provision of an email address to this former employee due to either failure to abide by Minnesota State Policy on Acceptable Use of Computers and Information Technology Resources or other personnel reasons such as resignation, non-reappointment, or termination.

President Signature: _____ Date: _____