

What Happens to My Accounts, Files, and Emails After I Graduate?

Email and MyStar Account Deletion

1.2 Account Management - Practice Standard, 1.2 (L & G)

Students/Alumni will retain their email address and MyStar access for **540 days (18 months)** following graduation. Following this 540 day period, MyStar access will be disabled and normal account disabling and removal processes will apply.

Complete policy can be found [here](#) (*Practice Standards, 1.2*)

The following data and accounts will be deleted:

- Your @utmb.edu email account, including all email messages (including attachments), contacts and calendar items
- Your MyStar access (including access to your academic history information, unofficial transcript, etc.)
- Any files stored on any UTMB issued laptop and/or computer network (My Documents, Desktop, etc.)
- Any files stored on a UTMB server such as ispace or a class network folder

These items **will be deleted and all data removed** from our system on a schedule, with no exceptions.

Steps to Prepare for the Deletion

Follow **all** of the steps below to make sure you are ready for your email account and MyStar account to be deleted.

- Configure automatic replies to make your contacts aware of your alternate contact information.
- If students have email they need to keep, it should be manually forwarded to an alternate account. Most students use webmail and there is no way of downloading mail data from webmail as a pst file. After your account is deleted, you will no longer have access to your emails and UTMB will not be able to obtain old emails for you.
- Download and print a copy of your course history and grades from MyStar. It is also suggested you save your course syllabi; you may have a professional need for them one day.
- Remember that after the expiration period, you will no longer have MyStar access, so do this now and store the file and paper in a safe place.