

IT guide for departing employees

V3 – 31.01.26

If you are leaving the Faculty of Biology, please take care of the following IT-related issues

- Inform your local IT administrator in due time of your departure. He/she can also help with the points below
- **Your LRZ Account gets inactivated at the end of your contract.** This means:
 - **Your email address and all emails will be deleted** eventually after the end of the contract and unfortunately, there is no possibility to forward emails to another address.
 - Your EduVPN and EduRoam-Wifi accesses will be blocked.
 - All data in your personal LRZ home drive (under Windows H:) will be deleted.
 - Also all other LMU and LRZ services will not be longer available
- **Account-Extension**
 - If you still want to use LMU and LRZ services after the end of your contract, please apply for an account extension **in time** together with your professor using the form below.
 - An account extension without a new (guest) contract is possible for a maximum of six month.
- Please return any IT equipment you have been provided with
- Take care of archiving your research data as e.g. the DFG requires that research data must be kept for 10 years.
- Write an email to geschaeftsstelle@bio.lmu.de that you are leaving. This will help keep our address lists up to date.

Thank you and we wish you all the best for your new phase of work and life

Account extension

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If your contract ends, your LRZ account and services (including email!!) also end. Use this form to ask for a maximum of 6 month extension. Check the IT guide for departing employees.pdf on [IT faculty website](#) for more info when leaving the faculty.

TO BE FILLED OUT BY THE APPLICANT

Full Name:_____

Email contact:_____

LRZ account:_____

Expiration date of last LMU Contract (DD.MM.YY):_____

Length of Extension (months – max 6):_____

- ☐ I understand that this extension of my account involves the continuation of all rules and regulations I previously agreed to when signing my contract and will continue to abide by them.

Signature applicant

TO BE FILLED OUT BY THE PROFESSOR/PI

By signing this form you agree to have the account of the above user extended and moved into your project for the stated extension. Approving this extension signifies accepting responsibility for the user during their extended time at the LMU.

Signature Professor/PI

Name Professor/PI (print)

Please return this to Bio IT I as a PDF via email (it1@bio.lmu.de) or by Hauspost (IT I).