

My Checklist – norwichuni.ac.uk

Please visit our help site <https://help.norwichuni.ac.uk> for the most up-to-date info.
Sign out of all devices – including study and personal ones, such as mobile phones.



Stage 1: Preparing for the transition of your account

Steps		✓
WiFi	<i>Forget the eduroam network.</i>	
Sign Out	<i>Sign out of ALL websites, apps and services linked to your University account across all devices.</i>	
Email	<i>Delete your account (Mobile), delete your profile (Windows), delete your account (Mac).</i>	
Library	<i>Export your saved resource lists (Discovery) and bookshelves (eBook Central).</i>	

Stage 2: After the transition of your account

Steps		✓
MFA	<i>Register for multi-factor authentication (MFA).</i>	
Email	<i>Sign back in (Mobile), set up your profile/account (Outlook on Windows/Mac)</i>	
Sign In	<i>Log back into services linked to your University account.</i>	
WiFi	<i>Reconnect your personal devices to WiFi when you return to campus.</i>	

Stage 3: To regain access to applications and services

Steps		✓
Library	<i>Import your saved resource lists (Discovery) and bookshelves (eBook Central).</i>	
Smarthub	<i>Resync the Smarthub app.</i>	
3rd Parties	<i>Update your email address across 3rd party apps where they have not done so automatically.</i>	
WiFi	<i>Reconnect your personal devices to WiFi when you return to campus.</i>	

Stage 4: General housekeeping

Steps		✓
Contacts	<i>Inform your email contacts of your new norwichuni email address.</i>	
Stationery	<i>Update your signatures (digital and printed) and stationery (letterheads, business cards).</i>	
Web Content	<i>Update web content such as profiles, research surveys and social media.</i>	
Services	<i>Update your email address across services such as memberships, discounts and subscriptions.</i>	