

The end of the school year can be quite busy as many of you prepare to head off to their new homes. Your NIS IT Department wants to make this transition as care-free as possible. To this end, please note the important dates for access to various services online below.

We are also happy to facilitate your transfer of files provided you give us some lead time and book with us in advance (if you do not, we may not be able to help you).

This is not goodbye, only farewell until we meet again!

Joe, Xia, York, Cindy, Wicky, Cassie and Wind



Laptops

- Whether you've purchased your laptop or are returning it, please make an appointment with us via IT-Help@nanjing-school.com to have all of the NIS-licensed software removed and an original image restored. This is part of the check-out procedure, so please make an appointment before you leave.
 - We can facilitate the backup of your information during this process as well. You just need to provide us with a hard drive and schedule an appointment ahead of time.

E-MAIL ACCESS

- Leaving Staff and students will have access to their email accounts **until 31 July 2020** (exception is graduates – see below)
 - On **1 October** your accounts will be disabled (i.e. if you need to access an old email after this period, you can contact it-help@nanjing-school.com)
 - On **1 December** these accounts will be deleted
- Graduated students will have access to their accounts **until 11 January 2021**

SERVER/DATA ACCESS

- Student and Teacher Large storage servers will be erased on **10 July 2020**
 - Access for Leaving Staff will be removed **22 July 2020**

OFFICE 365

- Leaving Staff and Students will have access to only the *online* versions of our Microsoft Office 365 suite (Word, PowerPoint, etc.) **from 1 July 2020 until 1 August 2020**

VERACROSS

- Leaving Staff roles will change from Faculty to Former Faculty and account privileges will begin to be removed the week beginning **22 June 2020**
 - *If you need further access, please email IT-Help@nanjing-school.com to request access.*

SEESAW ACCESS

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WWW.NISCHINA.ORG 



**Nanjing
International
School**
南京国际学校

- Seesaw classes will begin to be archived on **22 June 2020** in order to update the system with the new classes for the first day back.
- Teachers can view their past archived classes or the [past archived posts](#) from any of their current students using the links provided
- Parents can [download student posts](#) before **19 June 2020**

An **Inclusive**
Learning
Community

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