

You are leaving ETH Zurich soon.

Please settle with your superior the allocation of research data as early as possible. Save your personal data before you leave as your personal database on the NAS will be deleted when you leave.

If you have made use of a laptop provided by ETH, you need to return it personally to an ISG staff member at your work place on your last working day at the latest. Please arrange an appointment with IT services for this purpose following this link: <http://gess-support.ethz.ch>. You will be charged for any missing hardware (adaptor, computer mouse etc.).

Please note that all programs procured through the ETH and installed on your personal computers must be deleted for licensing reasons when you leave ETH Zurich.

Some services, especially your E-mail account, will still be available for some time after you leave. Please find several links for further information in the attachment.

In order to report your departure from ETH correctly, your secretariat requires the following information. Please fill out the form and send it to your secretariat.

Exit Form

Personal

Last Name	<input type="text"/>	First name	<input type="text"/>
Username	<input type="text"/>		
Departure date	<input type="text"/>		
Office number	<input type="text"/>		

Data

Has the personal device (Home) been wiped and have data sets been allocated if necessary? Yes No

Data sets were transferred / Signature of your superior

When can Home be deleted?

Hardware (laptop or desktop)

Desktop devices stay at the work place when you leave. Laptops and any other equipment received must be returned personally to an ISG staff member.

Computer name	<input type="text"/>
Hardware type	<input type="checkbox"/> Desktop <input type="checkbox"/> Laptop
Appointed date for returning laptop (date)	<input type="text"/>

IT information on leaving ETH

The following links might be useful to you:

Forwarding your E-mail to a new address:

www.password.ethz.ch

Automatic terms of expiration of NETHZ-services:

<https://www.s4d.id.ethz.ch/d-gess/service-termination-ramifications/>

Most important information on leaving ETH:

<https://www.ethz.ch/content/dam/ethz/associates/services/Service/IT-Services/files/broschueren/en/exit-en.pdf>