FAQ – Emeritus/Retired Faculty Email Transition

What is the transition?

Beginning March 2023, VCUHS will no longer grant Emeriti or retired VCU faculty a lifetime vcuhealth.org email account. The VCUHS Information Security office has identified 38 total accounts that they intend to transition off vcuhealth.org and back to vcu.edu accounts.

What is the expected impact?

Any emails sent to the old vcuhealth.org address will be auto-forwarded to the vcu.edu accounts beginning on March 1, 2023.

For those actively using VCU Health applications that are tied to their vcuhealth.org address (for special collaborative projects or other assignments), the work profile should be updated in WorkDay by the Department Administrator to accurately reflect the true role and responsibilities.

Can I transfer my old emails and contact list?

VCUHS will also not archive and mass migrate old emails into the vcu.edu account. Therefore, any old emails and contact lists that a user wants to preserve must be manually exported and moved. School of Medicine Technology Services (SOMTech) will assist with this process. Emails with HIPAA data or proprietary health system information must not be migrated.

How can I get help to do that?

Sign up for a convenient day/time with SOMTech team here:

https://www.signupgenius.com/go/805084faca72ea5f58-emeritus#/

You may also reach SOMTech by email or phone to schedule a time:
somtech@vcuhealth.org
804-828-2227

SOMTech will then work directly with you to reconfigure your email accounts on your desktop, laptop, phone, and ensure that emails and contacts are migrated from VCU Health to your VCU email account.

What is the timeline?

The deadline to migrate all SOM emeriti to [vcu.edu](vcu.edu) accounts is **March 1, 2023.** SOMTech will work closely with VCUHS IT, VCU Technology Services, and SOM leadership to ensure a smooth technical transition and that proactive communications are sent to Emeriti.

Why are these accounts being migrated?

VCU Health has been systematically shutting email accounts down that have no active employment or work status with VCU Health and are dormant. VCU Health worked with Legal and Compliance and determined that individuals who are not active representatives of VCUHS should not have access to VCU Health platforms or data.

What if I have an active role or special project with the department where I need access to VCU Health systems?

The Department Administrator must ensure that the Workday profile for each Emeritus/retired faculty accurately reflects the job function. If the Emeritus/retired faculty has no active work, special collaborative projects or other assignments involving VCUHS applications or data, then they will be migrated.

Will this be my existing VCU.edu account or a new one?

Your existing [vcu.edu](vcu.edu) (Google) account will be used along with your existing eID.

Are there any other impacts of these changes I need to be aware of?

VCU Library access and all other VCU retiree privileges associated with having a vcu.edu email will be retained for life.

You will no longer need to complete the VCU Health System required trainings.

Will my VCUHealth.org account notify people of the new email address?

Yes, there will be an "Out of Office" notification automatically setup on the vcuhealth.org address emails informing people to email the vcu.edu account. The commitment for auto-forwarding from vcuhealth.org to vcu.edu and for out-of-office notifications will remain indefinitely.

Going forward, what will happen to faculty who transition to Emeritus status?

School of Medicine Departments will provide SOMTech with 2 months advance notice of those who will transition to Emeritus. SOMTech will then work with VCUHS IT and VCU Technology Services to ensure the auto-forwarding and transition plans are put into place. Banner codes will be used to validate the status change and emails sent to vcu.edu account will automatically stop forwarding to the vcuhealth.org on the transition date.