

Prior to separating from the College, please consider the following, if applicable.

SharePoint

If you are owner of any SharePoint sites, please transfer ownership to someone else prior to separation.

OneDrive

Transfer shared documents to others who may need to retain them.

Download any OneDrive files that you would like to keep.

If you have any questions or need assistance, please contact the Marist Help Desk at 845-575-4357 or email helpdesk@marist.edu.

Note: If you were the supervisor of a former employee that has recently separated from the College, and you need assistance, please contact the Marist Help Desk at 845-575-4357 or email helpdesk@marist.edu.