How to Migrate Your Data When You Leave SOU

David Raco - 2025-06-16 - Comments (0) - Application and Online Services Help

Southern Oregon University does not retain your student and/or employee data after you leave the university. ***Therefore***, it is important that you make arrangements for ***migrating*** your data off of **SOU's** systems and web services ***before*** you leave.

Warning

The **Information Technology** department will not be able to help you recover your data after we shut down your **network account**, but we are happy to help you migrate your data before you leave.

This article will attempt to provide you with enough information to get started. If you require additional assistance, please contact the **IT Helpdesk** at 541-552-6900 or helpdesk@sou.edu. If you are an employee, you should also contact your Computing Coordinator to schedule an ***off-boarding appointment*** where we can discuss all of your data needs prior to leaving.

Systems and Web Services Where You May Have Data

Below is a list of systems and web services at **SOU** where you might have personal data stored. Please check all of them before you leave. Click the individual links for more information about each system.

- Google Drive and Gmail. (You can use Google Takeout to export all of your data in **Google**.)
- Your work computer if you are an employee (i.e. data on the local disk in folders such as **Desktop**, **Downloads**, and **Documents**) - Ask your Computing Coordinator for help with migrating this data.
- Adobe Cloud
- Box Drive

Where to Migrate Your Data

You can copy your data to any device or web service that can take it. ***Good examples*** include **flash drives**, **external hard drives**, and your own personal **cloud storage**, (such as **Dropbox**, **Google Drive**, and/or **OneDrive**.)