



## How to Migrate Your Data When You Leave SOU

David Raco - 2020-02-05 - 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. 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](mailto: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.

1. [P: drive](#) - You would access this from a SOU computer. If you need help, let us know.
2. [Email and Google Drive](#) - You can [use Google Takeout](#) to export all of your Google data at once.
3. Your work computer if you are an employee (i.e. data stored on the local disk in folders such as Desktop, Downloads, and Documents) - Ask your Computing Coordinator for help with migrating this data.
4. [Adobe Cloud](#)

### 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. The following cloud providers are all industry leaders and offer free basic accounts:

- [Dropbox](#)
- [Google Drive](#)
- [OneDrive](#)