Important Technology Information for Employees that Retire or Separate from AACPS

Technology Equipment:

If you have personally been assigned (signed a device agreement form) any Technology equipment (including, but not limited to, a cell phone, laptop, tablet, Surface Pro, Dell Venue, iPad), you will need to return those by your last day of service. Please schedule an appointment with the Help Desk or contact your school technology support technician to return the equipment.

*If you are unsure if you have equipment signed out to you or under your name, please contact the Help Desk at 410-222-5135 or Help Desk@aacps.org.

Email:

You will no longer have access to any part of your mailbox after your last day of employment. Forward any contacts and/or emails you want to keep to a personal email account.

AACPS Files:

Microsoft OneDrive and Google accounts will be disabled after your last day of employment. Address any sharing issues and download any personal files prior to the last day of employment.

*Please be careful not to download any files that contain Personal Identifiable Information (PII) of students or employees.

Shared Documents:

If you have created and shared files with others, they will not be able to access any of these files after your account is disabled. Contact employees that will continue to need access to suggest they download a copy prior to your last day of employment.

Personally created/shared OneNote notebooks will need to be relocated prior to your last day. Assign another employee to have ownership access and they can relocate the notebook.

OneDrive/Office 365

Once employees separate from Anne Arundel County Public Schools, those employees will no longer have access to files in their AACPS OneDrive.

To Copy Personal Files from OneDrive

Using File Explorer

1. Open File Explorer on an AACPS computer
2. Insert a blank USB or external drive where you would like to save the files
3. Browse to OneDrive - Anne Arundel County Public Schools
4. Find and select personal files (multi-select by holding Ctrl)
5. Right-click one of the highlighted files and select Send To, then select your blank device.

Using OneDrive Online

1. On your personal device, sign into http://aacpsportal.onedrive.com with your AACPS credentials.
2. Find the file(s) you wish to save, right-click and select Download.
3. The downloaded file location will vary depending on your settings but is often found in the Downloads folder on the PC.

Google Drive

To Copy Personal Files from Google Drive

1. On your personal device, Login to https://drive.google.com/ with your AACPS credentials.
2. Navigate to the file, then right click, and select Download.
3. The downloaded file location will vary depending on your settings but is often found in the Downloads folder on the PC.

Change Permissions for Shared Files/Drives

Google Shared Drive management should be changed over to another employee to manage. Right-click the shared drive and select Manage Members. Change another employee's access level to Manager.

Office 365 ProPlus

If you have installed Office 365 ProPlus on a personal device(s), access is shifted to reduced functionality mode. In reduced functionality mode, Office 365 ProPlus remains installed on the computer, but the user can only view and print documents. All features for editing or creating new documents are disabled.