Finishing your studies checklist

Olly - 2023-11-06 - Before you leave

A few things to consider before you finish your studies with us:

1. Export any files you have saved in Office 365
2. Inform contacts who email your @live.nmit.ac.nz email address that you'll no longer be accessing it
3. Create a MyNMIT account (if you haven't already done so)
4. Ensure we have your up-to-date personal email, postal address and mobile number (you can check this in MyNMIT)
5. Return your library books and TAFL loan laptop, (sign into My Library to check any outstanding loans), and ask the library about a free one-year honorary membership or email library@nmit.ac.nz for more info.
6. Clear your locker (if you have one)
7. Download any LinkedIn Learning Certificates of Completion (if you've completed any LinkedIn modules)

Please note: your NMIT student Microsoft 365 account (@live.nmit.ac.nz) expires 1 month after your course end date (unless you have completed re-enrolment.) After the account expiry you will no longer be able to;

- access any files or emails stored in O365/Moodle/OneNote etc
- sign in to NMIT applications (Moodle, MyNMIT, Library, etc) using your student account
- access LinkedIn Learning
- use your print account
- Connect to the campus Wi-Fi (NMIFI)

If you're planning on returning to study make sure you re-enrol by submitting your application online or visiting the Information and Enrolments team at the Nelson or Marlborough Campuses. If the re-enrolment is within 3 months of your previous course, your previous account login and data will be retained.

Related Content

- When I finish my course, can I still access LinkedIn Learning materials?
- When I finish my course can I still access Office 365?
- Can I continue to use the library when I have finished my studies? How much does it cost?

- [My course is due to finish. What will happen to my network account?](#)