

## 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](mailto: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

- [My course is due to finish. What will happen to my network account?](#)
- [Can I continue to use the library when I have finished my studies? How much does it cost?](#)
- [When I finish my course can I still access Office 365?](#)

- [When I finish my course, can I still access LinkedIn Learning materials?](#)