



**Retiring Employees: Transferring from a District ClassLink Instance to DDOE EdAccess**

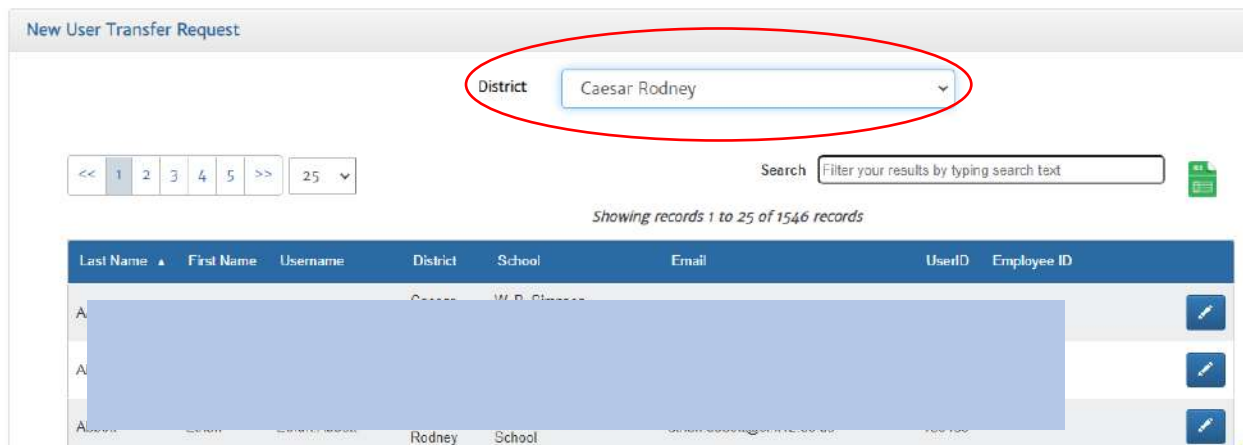
When employees retire from state service with a district or other state agency, the employees may want to keep their access to Educator Credentialing DEEDS 3.0. To do that, the EdAccess Management (EAM) Information Security Officers (ISO) will need to follow the instructions below.

What needs to be done?	Who needs to do it and how is it done?
Employee Personal Email Address	Prior to the employee’s retirement date, the district or agency ISO will need to obtain a personal email address from the employee.
Request a Push Transfer in EAM	<p>When the employee accounts are being disabled, the ISO will go to EAM &gt; Security &gt; New User Transfer (<i>Screenshot #1</i>).</p> <p>Select the current ISOs district or agency (<i>Screenshot #2</i>). Caesar Rodney is used for this example.</p> <p>Search for the employee in the Search text box and click the pencil beside their name (<i>Screenshot #3</i>).</p> <p>Update the following and click Save (<i>Screenshot #4</i>):</p> <p>New District: Department of Education            New School: eLearning Delaware            Effective Date: Date district/agency accounts will be disabled            New Email: Retired employee’s personal email address            Account Type: eLearning Account            Note: Retired Employee</p>
Approve the Push Transfer	Delaware Department of Education ISO will approve the transfer. The retired employee will receive login and temporary password information in the personal email account.

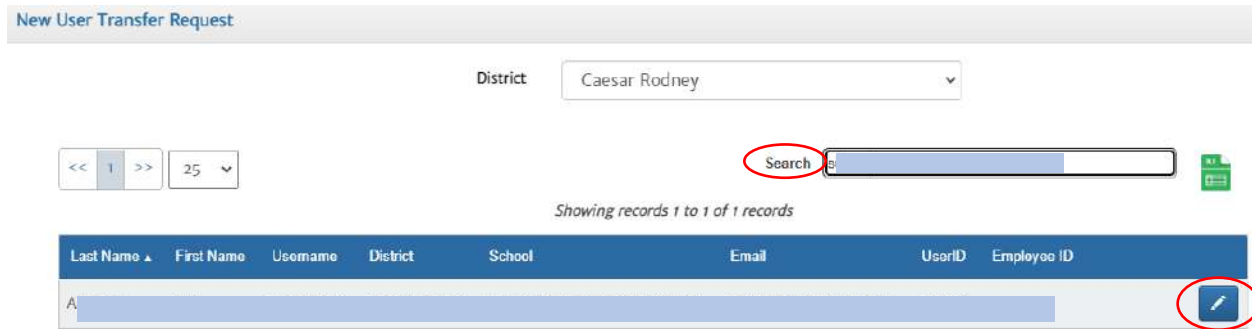
**Screenshot #1**



**Screenshot #2**



**Screenshot #3**



**Screenshot #4**

**New Transfer Request**

Transfer of accounts will not be available for approval until 5PM on the effective date listed. If you want to submit a transfer request to be approved immediately, please use yesterday's date as the effective date.

UID	s [redacted]
New District	Department of Education
New School	eLearning Delaware
Effective Date	07/01/2022
New Email	s [redacted]
Account Type	eLearning Account
Note	Retired Employee