

To: Montgomery College Retirees

From: Ms. Anna Hamilton, Vice President and Chief Information Officer
Office of Information Technology (OIT)

Ms. Krista Leitch Walker, Vice President and Chief HR Officer
Office of Human Resources and Strategic Talent Management (HRSTM)

Date: September 14, 2026

Subject: **Changes to Montgomery College Retiree Email Accounts**

Thank you for remaining a valued member of the Montgomery College community. We are grateful for your contributions to the College and appreciate the many ways you continue to stay connected after retirement.

We are writing to share that as part of the College's ongoing commitment to protecting personal information and maintaining secure technology systems, the College is updating its management of retiree email accounts. Cybersecurity best practices call for institutions to regularly review accounts, align access with current roles, and discontinue accounts that are no longer required for College business. Limiting long-term accounts reduces the risk of unauthorized access and helps safeguard both individual and institutional information.

As a result, **effective January 1, 2027, Montgomery College email accounts issued to retirees will be deactivated and removed.** Please note that a Montgomery College retiree email account is not required to access retirement benefits or retirement-related services. You will continue to access retirement information through Workday using your personal email address.

Action Required

We recognize that some retirees use their College email accounts to communicate with former colleagues, receive College information, or conduct personal correspondence. We are providing advance notice so that you have sufficient time to prepare for this transition. **Before January 1, 2027**, please:

- Establish a personal email account, if you do not already have one.
- Confirm that Montgomery College has your current personal email address.
- If you do not have a personal email address on file with the College, or need to update it, please contact the HR Help Desk at HRSTM@montgomerycollege.edu or 240-567-5353.

- Update your email address with individuals, organizations, subscriptions, and other services that currently use your Montgomery College address.

Thank You

We will provide additional reminders and transition guidance before the January 1, 2027, implementation date. We appreciate your understanding as Montgomery College strengthens its account management and information security practices. This change does not diminish how deeply we value your service or your enduring place in the Montgomery College community. We remain grateful for your contributions and look forward to your continued connection with the College.