



April 20, 2023

In light of the recent breach of trust by a former employee that may have included your computer, the Kent School Technology Department would like to provide you with the following guidance and assistance.

Please reply to this email to indicate your preference.

1. Disable your Kent account with no email forwarding

As you know, you are given full access to your Kent School account for one year after graduation. Since we are nearing that deadline, we recommend that you request to disable your Kent School account by May 1, 2023. No email forwarding would be set up at this time.

2. Disable your Kent account and set up an email forwarding address

Kent School allows you to set up email forwarding to the address of your choice. This allows for any new messages to be automatically forwarded to the account on file. The Technology Department is happy to disable your Kent account and set up email forwarding for you.

3. Continue using your Kent account until June 30, 2023

If you wish to keep your account active until June 30, 2023, then we recommend that you change your password. Please click the link to do so: [Myaccount.kent-school.edu](https://myaccount.kent-school.edu). *We recommend using the “forgot my password” option if you haven’t previously set up your myaccount.kent-school.edu security questions.*

Sincerely,
Mike Siepmann
Director of Technology
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