

OCA Email Account

How do I save my content after completing my unit and / or degree?

For up to date information relating to the retention of your OCA Email Account, access to OCA websites and your data, please refer to the Data Retention Schedule, available under the 'Data Protection Policies' heading on the [Our Policies Page](#).

On completion of your studies you will eventually lose access to your OCA Email Account (please note that these timelines are subject to change depending on your individual circumstances):

- For withdrawing students, this is 30 days from your withdrawal date.
- For those who have completed a Foundations or Short Course, this time period can be up to 6 months from your planned end date, but we advise saving any content within 30 days in the event that your access is revoked earlier.
- For those who have successfully completed a unit or degree, access remains for 12 months from your planned end date.

Retention & Migration

The guidance below is applicable to students who have completed a unit and / or a degree and wish to migrate their work.

- **Email (Gmail) and Google Drive**

- If you have a personal Google Account and wish to retain emails from Gmail and / or files that you have stored using Google Drive, you can complete the [Transfer Your Content](#) process. The content transfer will automatically migrate emails and / or files to an alternative Google Account. For more information, please see the [Google Support Page](#).
- If you don't have a personal Google Account and would prefer not to create one, you may instead [Download Your Data](#).

- **OCA Learn**

- Data stored on OCA Learn can't be retained or migrated elsewhere. If you wish to keep your own copies of your assignment feedback reports from your tutor, you can download them directly from the assignment activities throughout your unit.

- **OCA Spaces**

- Please note that you will no longer have access to edit / save content from your learning log after losing access to your OCA Email Account. If you would like to migrate your learning log content elsewhere, please see the [How do I save my content from OCA Spaces after completing my unit and / or degree?](#) article for further guidance.

- **Padlet**

- To migrate any Padlets you have created, please see the [How can I export my Padlet\(s\)?](#) article for further guidance.

- **Panopto**

- If you wish to retain any media stored on Panopto, please see the [How do I download media?](#) article for further guidance.