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| <b>Governing Body:</b>   | Finance and Administration                                                                                                                                                      | <b>Date Approved:</b> | 11/06/2014 |
| <b>Policy Contact:</b>   | Chief Information Officer                                                                                                                                                       | <b>Approved By:</b>   | President  |
| <b>Custodial Office:</b> | Vice President, Finance and Administration                                                                                                                                      |                       |            |
| <b>Related Policy:</b>   | Collective Bargaining Agreement Oregon University System and SEIU Local 503<br>SOU Computing Resources Acceptable Use Policy FAD.038<br>SOU Information Security Policy FAD.040 |                       |            |

## A. Description

This policy defines eligibility for requesting and creating user, generic, and resource accounts.

## B. Definition(s)

**Generic Account:** An account that is intended for shared use.

**Network Account:** This account allows faculty, staff, and students to access university technology resources. These accounts include but are not limited to email, shared network space, and administrative systems.

**Special Access Account:** This account provides access to specific computer systems, including applications such as Banner, PowerFAIDS, and others.

**Resource Account:** These are e-mail only or calendar only accounts. They do not permit access to any other systems.

**Guest Account:** A network or special access account provided on a temporary basis under special circumstances to official guests, vendors, or other affiliates of the university.

## C. Policy Statement

### 1. Eligibility

All faculty and staff are entitled to network accounts during the term of their employment. Faculty Emeriti may keep their account indefinitely.

University departments and official student organizations may request e-mail resource accounts through the Department of Information Technology.

Requests for generic accounts are deeply discouraged and generic accounts will only be created upon review by the Department of Information Technology.

All currently registered students are entitled to a network account. Students are no longer eligible for a network account when one of the following conditions are met:

- An undergraduate or graduate student has not registered for a class for one (1) year, which is

defined as three consecutive quarters,

- b. The student has officially withdrawn from the university,
- c. The student has graduated from the university and the grace period has expired, or
- d. The student has requested their account be deleted, provided they are no longer affiliated with the university.

All faculty, staff, and students are required to adhere to the *Computing Resources Acceptable Use Policy*.

Guest accounts are provided only under special circumstances, such as contractual obligations, student exchanges, or other instances where there is a formalized relationship between the guest and the university. All guest account requests must include an expiration date and require the approval of the Department of Information Technology.

2. Loss of Eligibility and Account Retention: When a faculty or staff member is no longer employed by the university, his or her access to all electronic resources will be immediately disabled unless arrangements are made with the Department of Information Technology. This does not apply to faculty emeriti. See the *Account Request and Closure Procedure* for additional information.

When a student has graduated from the university, their account will be retained for up to one year from their graduation date.

When a student has not registered for a class within the previous year (as defined above) or they have withdrawn from the university, their account is subject to immediate suspension and deletion. See the *Account Request and Deletion Procedure* for additional information.

Guest accounts are immediately disabled upon reaching their expiration date and are subject to deletion. See the *Account Request and Deletion Procedure* for additional information.

3. Periodic Account Review

The department of Information Technology will periodically review network accounts for continued eligibility.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

## **D. Relevant Authority**

## **E. Other Information**

Account Request and Closure Procedure Password.

Complexity Requirements and Password Expiration Procedure.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.