

Title:	Account Eligibility Procedure
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Division:	Business and Finance	Department:	Information Technology
Procedure Contact:	Chief Information Officer		
Date Posted:	7/23/2019		
Related Policies or Procedures:	<u>EWU 901-02: Appropriate Use of University Resources</u> <u>EWU 203-01: Information Security Policy</u> Account Request and Closure Procedure		

History

Revision Number:	Change:	Date:
1.0	Initial version	07/23/2019
1.1	Revisions	01/15/2020

A. Purpose

This procedure defines the purpose and eligibility for the request and creation of user, generic, and resource accounts.

B. Definitions

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, Concur, and others.

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

C. Procedure

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, programs, and official student organizations may request e-mail resource accounts through the department of Information Technology.

Requests for generic accounts are highly 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:

- a. 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- b. the student has officially withdrawn from the university,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 [Appropriate Use of University Resources policy](#).

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 EWU *Account Creation and Closure Procedure* for additional information.

When a student staff member is no longer employed by the university and is not enrolled as a student, his or her access to all electronic resources will be immediately disabled unless arrangements are made with the department of Information Technology. If a former student staff member remains enrolled, his or her access to electronic resources will be changed to regular student status. All administrative system access will be terminated unless arrangements are made with the department of Information Technology.

When a student has graduated from the university, their account will be retained for at least 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 suspension and deletion. See the *Account Creation and Closure Procedure* for additional information.

3. Periodic Account Review

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

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