

DEPAUW UNIVERSITY  
INFORMATION TECHNOLOGY (IT) ACCOUNTS POLICY  
(04-08-2018)

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## **I. IT ACCOUNT ISSUANCE**

At DePauw, Information Technology (IT) accounts allow employees, students, and other authorized persons as described in this document to gain access to DePauw electronic communication facilities and other University IT resources. These accounts include email, network shared files (e.g., I, U, and P drives), e-Services, Moodle, computer lab access, Oracle E-Business Suite, Libraries,

Information Officer.

**Employee Family Members**

Spouses, partners, and other members of employees' families with no official academic or employment relationship to the University are not eligible to receive University IT accounts.

**Workshop Accounts**

Temporary guest IT accounts may be created for an event such as a workshop, conference or camp to enable non-University participants to gain access to selected electronic resources such as computer labs or network shared drives. Typically, these accounts will not include email. These accounts will

## **II. IT ACCOUNT DURATION - DISABLING AND REMOVAL**

### **A. Faculty and Staff Members**

#### **Faculty Members**

A non-retiring faculty member separating from the University will retain his/her email account access for one semester following his/her last teaching semester at which point his/her email account will be disabled and the contents removed. Access to all other IT accounts will be disabled immediately upon his/her separation from employment.

Account information will be preserved in the disabled accounts for 90 days or until a date designated by the Vice President for Academic Affairs or the Director of Human Resources, whichever is longer. After that time the accounts will be removed.

#### **All Staff Members**

Access to all accounts of a non-retiring staff member separating from the University will be disabled immediately following his/her last day of service.

Account information will be preserved in the disabled accounts for 90 days or until a date requested by the supervising department director and approved by the Director of Human Resources, whichever is longer. After that time the accounts will be removed.

#### **Auto-Reply Notification**

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### **Workshop Accounts**

Guest accounts created for an event such as a workshop, conference or camp will be disabled and removed immediately after the event has concluded, when directed by the University faculty or staff sponsor of the person/group holding the guest account(s), or within 30 days after the event conclusion, whichever is shorter.

### **F. University Departments, Programs and Groups**

A special group email account will be disabled and removed when requested by the University department, program or group to which it is assigned.

### **G. Account holders for whom the University orders termination of access**

The University reserves the right to terminate any IT account holder's access without notice in the case of



#### **IV. REVISIONS**

April 8, 2018 – Changed date for disabling graduating students from October 31 to December 31.