

Account Creation Policy

TEC 3.0

Office of Information Technology

Institutional Type: Operational

Applies to: Faculty, staff, students, student workers, guests, vendors, senior citizens taking classes and general/departmental network/email accounts. This also applies to accounts created for system login use and access.

POLICY DATES

Issued: 9/1/1993
Revised Last: 2/24/2016
Edited by: Tina Stuchell
Reviewed:

This policy guides the creation of network, email and system accounts. All users of the appropriate accounts must use the accounts only for work related business and must follow all policies in their use of the accounts such as the Technology Acceptable Use Policy, etc.

Table of Contents

Definitions

Term	Definition
Email Account	Email account and email address. All Mount Union email addresses take the following format: XXXXXXXX@mountunion.edu . where XXXXXXXXX is the first six characters of last name, first initial and middle initial when available. When not available a similar format is selected.
Network Account	Login account that gives access to network resources.
System Account	Login account that gives access to various campus academic, administrative and server systems.

Policy Details

I. Network Accounts

A. Faculty/Staff Accounts

Accounts naming conventions are comprised of the first six characters of last name, first initial and middle initial when available. When not available a similar format is selected. Accounts are created when hired. Accounts are kept active as long as employed with the University of Mount Union.

Faculty and staff accounts permission also include appropriate server file space comprised of departmental and personal file space.

B. Student Accounts

1. Undergrad

Accounts naming conventions are comprised of the first six characters of last name, first initial, middle initial and a +4 added to year (example stuchetm2020 – Current year 2016 + 4 = 2020) when available. When not available a similar format is selected such as second initial of first name. Accounts are created when students pay their deposits and are kept active while enrolled at the University of Mount Union.

2. Graduate

a. PA, MAEL

Accounts naming conventions are comprised of the first six characters of last name, first initial, middle initial and a +2 added to year (example stuchetm2018 – Current year 2016 + 2 = 2018) when available. When not available a similar format is selected such as second initial of first name. Accounts are created when students pay their deposits and are kept active while enrolled at the University of Mount Union.

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b. DPT

Accounts naming conventions are comprised of the first six characters of last name, first initial, middle initial and a +3 added to year (example stuchetm2019 – Current year 2016 + 3 = 2019) when available. When not available a similar format is selected such as second initial of first name. Accounts are created when students pay their deposits and are kept active while enrolled at the University of Mount Union.

NOTE: Please note the additional rules related to student accounts:

- Students who graduate can keep their email account for “life” in the “cloud”. This rule began in 2014 and is only for those who graduated from that year forward.
- Non-returning students (for any reason) their accounts are disabled/deleted following their last semester of attendance. The exception to this rule is only possible if a VP gives permission to extend the account. (Example maybe in case of illness or medical reasons).
- Students who are enrolled in undergrad program, then graduate and goes onto enroll in a master/doctorate work will retain their undergraduate account.

C. Departmental/Office Accounts

These accounts are only created by request of the head of the department/office. These accounts are requested in writing by submitting the appropriate paper work with appropriate signatures. These are general accounts, example = IT, and are overseen by the head of the department/office.

D. Board of Trustee Accounts

Generic account(s) are maintained for the board of trustee members for appropriate business purpose.

E. Vendor Accounts

Vendor account(s) are only created and maintained for the official use to conduct appropriate project work and are maintained for a short period of time.

F. Senior Citizen Accounts

Senior citizens (as defined by our registrar’s office) who take courses at Mount Union for non-credit are provided an account in order to perform course work. These accounts are available only when enrolled in courses and use the same formatting rules as students.

G. Guest Accounts

Guest network accounts are only created by request in writing by the appropriate department/office head. Generally, are for short period of times and turned on/off only for specified periods of time. General Library guest accounts passwords are maintained by the library staff.

H. Interns

Intern network accounts are only created upon request of department/office head for a specific period of time by filling out the appropriate paper work with appropriate signatures.

I. Parent Accounts

Parent network accounts are only created for the use within PowerCampus Self-Service for access to Shared Access functionality. These accounts are generated systematically.

II. Email Accounts (@mountunion.edu)

A. Faculty/Staff Accounts

Accounts naming conventions are comprised of the first six characters of last name, first initial and middle initial when available. When not available a similar format is selected. Accounts are created when hired. Accounts are kept active as long as employed with the University of Mount Union. The format for email is as follows: xxxxxxxx@mountunion.edu

B. Student Accounts

1. Undergrad

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- Non-returning students - their accounts are disabled/deleted following their last semester of attendance. The exception to this rule is granted only if a VP gives permission to extend the account. (Example maybe in case of illness or medical reasons).

C. Departmental Accounts

These accounts are only created by request of the head of the department/office. These accounts are requested in writing by submitting the appropriate paper work with appropriate signatures.

D. Board of Trustee Accounts

Email accounts are not created for Board of Trustees. (Network account only)

E. Vendor Accounts

Mount Union email accounts to be used by vendors are not created.

F. Senior Citizen Accounts

Senior citizens (as defined by our registrar’s office) who take courses at Mount Union for non-credit are provided an account in order to perform course work. These accounts are available only when enrolled in courses and use the same formatting rules as students.

G. Guest Accounts

Guest email accounts are not generally created.

III. System Accounts

A. Faculty/Staff Accounts

Accounts are created to give login access to various systems. These include systems that are used for both administrative and academic uses. These accounts are only created with the completion of the appropriate forms along with the appropriate signatures.

The accounts are only active as long as the faculty or staff are employed at the university.

B. Student Worker Accounts

Accounts are created for student workers (students who are employed for campus employment within an office or department). These accounts are only created upon written request with the appropriate signature and are overseen by the head of the department or office.

C. Vendor Accounts

When appropriate vendor accounts are created for a limited time to be used for supporting, maintenance and troubleshooting of a specific system. These accounts are overseen by The Office of Information Technology for those systems accounts managed by The Office of Information Technology.

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D. Administrator Accounts

These accounts are used for support of the appropriate systems. Overseen by a select few within the Office of Information Technology. Are kept at the highest security. Default system passwords are always changed and maintained within the Office of Information Technology for those systems overseen by IT.

PROCEDURE

Procedures are in place around the creation of accounts within The Office of Information Technology. They are as follows:

- IV. New Admin System Account Procedure
 - A. For employee's system access
- V. New College Credit Plus Student Account Procedure
 - A. For College Credit Plus Students (Early Admits & Dual Credit)
- VI. New Faculty, Staff & Intern Account Procedure
 - A. For employee's network/email access
- VII. New General Account Procedures
 - A. For general accounts such as departmental or organizational network/email access
- VIII. New Guest Account Procedures
 - A. For guest accounts (library guests, camp guests, etc.)
- IX. New Graduate Student Account Procedures
 - A. For graduate students
- X. New Individual Bright Space Account Procedures
 - A. For faculty/staff/student access for LMS
- XI. New Re-Admit & Senior Citizen Student Account Procedures
 - A. For students readmitted & students who are senior citizens
- XII. New Student Accounts Procedures
 - A. For undergrad student network and email accounts.

Responsibilities

Position or Office	Responsibilities
Office of Information Technology (Administrative Services & Technical Services)	Creation of accounts for faculty, staff, students, departments, etc.

Resources

Contacts

Subject	Office	Telephone	E-mail/URL
	Office of Information Technology	330.823.2854	IT@mountunion.edu

History

Rules associated with creation of accounts have been in place since 1993. They have been maintained on IT internal web pages through the years and placed into this written policy in 2016.

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FUTURE CHANGES:

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued:

Revised:

Edited:

Reviewed:

Template updated 00/00/0000