



Computer Accounts Policy

Affiliation Requirements and Expiration Time Lines

Purpose

To describe the Computer Accounts Policy for the Office of Information Technology (OIT), including the affiliation requirements that must be met before obtaining an account on the Albany State University Domain and the subsequent management of that account.

Scope:

This policy applies to all individuals associated with Albany State University (hereinafter referred to "ASU"), including

- faculty
- staff
- students
- student assistants
- contractors
- temporary staff

Policy

Computer and email accounts are available to students, faculty and staff. Additionally, other individuals may receive an account provided that they meet the association requirements described below. Regardless of how an account is obtained, all usage is governed by the Albany State University Acceptable Use Policy and all account holders are expected to abide by that policy.

I. Types of Accounts

In the broadest sense, accounts are available to students, faculty and staff. Additionally, other individuals may receive an account provided that they meet the association requirements described below. Regardless of how an account is obtained, all usage is governed by the Albany State University Acceptable Use Policy and all account holders are expected to abide by that policy.

Some of the institution's computers support specific applications or functions and there are distinct requirements that must be met before obtaining an account on those systems.

Once an account has been established, there are time lines and events that govern the deactivation and subsequent expiration of that account. These actions are to ensure both continued affiliation of the owner and to provide for reassignment of unused resources.

II. Account Categories

This section describes the various types of accounts available through the Office of Information Technology

A. Student Accounts

Once a student has been accepted to Albany State University for a term, he or she is considered affiliated with ASU and can receive a computer account. If the student was not enrolled during the previous term, tuition and fee payments must be received by the last fee payment deadline for the current term to retain the account. Otherwise, the account will be removed from the system.



If the student was enrolled during the previous term, and does not enroll for the current term, continued use of the account is permitted during the one term of non-enrollment. During the non-enrolled term, disk space and other computer resources will be retained as long as they are available and not required for enrolled students. If the student does not subsequently enroll for the next term, the account will be removed from the system. At this time, the files will no longer be available and e-mail to the account will be returned to the sender. The student's directory entry can be modified to forward e-mail to another location and will remain in place for one year. The userid will be reserved for that user for one year, after which the userid can be assigned to another individual.

The student must participate in at least one enrolled term during the span of a year to continue being qualified for a student computer account.

B. Faculty and Full-time Staff Accounts

Every employed faculty and staff member can receive a computer account. Department specific accounts are permitted upon approval of the department head. Generic faculty and staff accounts are available in the event that a department specific account is unnecessary. A two-week grace period is permitted when the owner of a faculty/staff account leaves the University, after which the account is disabled. At this time, the files will not be available and mail to the account will be returned to the sender. The faculty or staff member's account can be modified to forward mail to another location, and will be preserved for one year. The userid will be reserved for one year, after which it can be assigned to another individual. Upon request by the department, the removal process described above can be accelerated for an account.

C. Retired Faculty and Staff Accounts

Upon retirement, faculty and staff members will receive continued access to their accounts as long as sufficient resources are available to support this access.

D. Student and Temporary Employees

GRA's (graduate research assistants), GTA's (graduate teaching assistants) and SA's (student assistants) are permitted to obtain department specific accounts upon approval of the appropriate department head. If a GRA, GTA or SA has not received a paycheck in 30 days, the account expires on the same time line as a Faculty/Staff account.

E. Affiliated Accounts

- i. Student Affiliates:** Individuals who are not currently enrolled students, but require initial or continued access to computer resources for academic purposes are eligible for a computer account. These individuals must be sponsored by the appropriate Dean who can vouch for their association. Examples of student affiliates are students working to complete



an incomplete and students not currently taking courses but continuing research.

- ii. **Faculty/Staff Affiliates:** Individuals who do not appear in the Human Resources database as employees, but either provide a service to the University or participate in a project or program associated with the University are eligible for a computer account. These individuals must be sponsored by a University employee with budget authority, such as a manager or department head who can vouch for their association. The sponsor assumes responsibility for ensuring appropriate use of the computer account, consistent with the University affiliation. Examples of faculty/staff affiliates are adjunct professors, visiting professors and consultants.
- iii. **Affiliate Account Duration and Request Process:** Affiliated accounts are valid for no more than six months, at which time they must be renewed. Both student and faculty/staff affiliated accounts are requested via the Affiliation Form which can be obtained from the Office of Information Technology.
- iv. **Procedure for Extending an Account:** If a student, faculty or staff member leaves the University, but the computer account needs to remain active beyond the time lines discussed above, obtain an Affiliated Form as described in Section II-E-iii..

III. Inactive Accounts

Any userid on an OIT system that has not been accessed for more than six months will be removed. The files will be archived and e-mail to the userid will be returned to the sender. The ID can be reinstated if the owner of the account is otherwise authorized according to the terms of this document.

Any userid on an OIT system that has not been accessed for more than one year will be purged. This will result in all files being lost, and the userid can be assigned to another individual.

IV. Expiration Exceptions

Any type of userid can be suspended or permanently removed if the user violates the Acceptable Use Policy. Copies of the Acceptable Use Policy are available from OIT and the OIT Web page.

Departmental IDs will be removed immediately upon termination if the person was involuntarily terminated, resigned in lieu of involuntary termination, or the department requests that the ID be terminated early.

Student IDs will be removed immediately if the student is expelled or at the request of the Vice-President of Enrollment Management and Student Affairs or his/her designee.