

UAR NUMBER: 404.02

TITLE: Technology Account Policies and Procedures

ORIGINATOR: Chief Information Officer

INITIAL ADOPTION: 07/09/2018

REVISED: 02/01/2020

PURPOSE:

To establish acceptable guidelines for technology accounts maintained by the Office of Information Technology and Morehead State University (MSU). To establish and ensure adherence to best-practice technology security policies and procedures for account lifecycle management.

MSU technology accounts are created to support the educational, instructional, research, and administrative activities of the University. The use of these accounts and their associated resources is a privilege that is extended to members of the MSU community. As a consumer of these services, you have access to valuable University resources, sensitive data, and internal networks. Consequently, it is imperative to maintain security with respect to MSU technology accounts for the protection of University and its users.

SCOPE:

This document covers all user accounts maintained by the Office of Information Technology and MSU. Individuals covered by the policy include (but are not limited to) MSU faculty, visiting faculty, staff, students, alumni, guests or agents of the administration, external individuals, members of the Board of Regents, and organizations accessing accounts maintained by MSU. The following statements will function as MSU's official guidelines for technology account management using the University's technology systems. All technology accounts are also subject to the PG-55 Technology Resource Acceptable Use policy and may be restricted based on those guidelines.

RESPONSIBILITY:

The Office of Information Technology is responsible for the administration of all electronic accounts and systems owned or leased by the University.

ACCOUNT POLICY PROCEDURES:

Affiliate – Access removed on termination date.

Compromised Account – Access removed upon detection of unauthorized access.

Emeriti Faculty – Access provided indefinitely.

Employee (Involuntarily Termination) – Access removed upon notification to OIT staff.

Faculty – Access removed 180 days after termination date.

Staff – Access removed 60 days after termination date.

Student – Access removed after three consecutive non-enrolled semesters.

Technology accounts included in multiple groups will follow the least restrictive (longest) access timeline.

DEFINITION OF TERMS:

- **Access Removed** – Inability to authenticate and/or login to MSU technology resources.
- **Account Management System** – Computer system used to verify and authenticate login credentials.
- **Affiliates** - Users who have a contractual affiliation with MSU but are not employees.
- **Compromised Account** – Any account where access has been gained via nefarious means (ex. phishing, hacking, etc.).
- **Emeriti Faculty** – Retired Faculty recognized by MSU Board of Regents for meritorious service.
- **Employee** – All faculty and staff.
- **Involuntary Termination** – Unplanned or involuntary termination of an employee.
- **Students** – All undergraduate and graduate students.
- **Termination Date** – Employment end date per the University’s system of record.

STANDARD ACCESS PROCEDURE:

All users given access to specific MSU systems are subject to the removal of such access upon their termination date regardless of classification.

APPROVED BY:

VICE PRESIDENT: Chris Howes DATE: 2/5/2020

APPROPRIATE INSTITUTIONAL REVIEW: _____ DATE: _____

PRESIDENT: Joseph M. Mroczek DATE: 2-14-20