

Computing and Information Services- Susan Dunnavant, Ed.D. Interim Chief Information Officer

Effective Date(s):

Title: Creation and Deletion of Network Accounts

Applicable: Furman University (Students, Faculty and Staff)

Contacts: Computer Help Desk ext. 3277

Background: In the interest of Campus Network Security and control of virus activity, Computing and Information Services no longer offers a global generic network log-in username and password. Each student, faculty and staff member is required to login to Furman owned machines with a personal network username and password. Due to the increased number of visitors, conferences and workshops, it has become necessary to create a policy that states who may be issued a Furman network account.

Policy:

Furman University faculty, staff, undergraduate day, evening and graduate students may be issued a personal network log-in account.

Guidelines:

- 1) Furman University faculty, staff, undergraduate day, evening and graduate students may be issued a personal network log-in account.
- 2) All account requests must be made at least 48 hours in advance of when the account is needed.
- 3) Student network accounts, and files saved on the network, will be removed from the system two weeks after a student has left or withdrawn from the university.
- 4) Staff and faculty network accounts, and files saved on the network, will be removed from the system two weeks after their last day of employment.
- 5) Visitors that require a temporary network log-in account should refer to the policy on Furman network accounts for visitors.
- 6) All special requests must be approved by the Chief Information Officer.
- 7) As with any personal account, users must not share their username or password with anyone. All users are responsible for all material originating from an account. Any vulgar, inappropriate or harassing material originating from an account could result in the termination of the account, disciplinary action and/or possible criminal charges. For more information on the University's harassment policy please refer to University policy 094.1 Harassment.