

**Computing and Information Services- Fred Miller, Chief Information Officer**

**Effective Date(s):** 05/24/2006

**Title:** R25 Account Creation Policy

**Applicable:** Furman University (Faculty and Staff)

**Contacts:** Computer Help Desk ext. 3277

**Background:** With the implementation of R25, campus wide scheduling software, it has become necessary to create a policy which defines who is entitled to a R25 account.

**Policy:**

Access to R25 is not an entitlement, but dependent upon the user's job functions. If a user's job does not require them to use R25, then no access will be granted.

**Guidelines:**

- 1) Creation of a new account requires notifying Administrative Systems to grant database access to the new user. The R25 administrator must also be notified to set up the users account and access within R25.
- 2) R25 accounts will be disabled upon notification of the user permanently leaving the University.
- 3) As with any personal account, users must not share their username or password with anyone. All users are responsible for all material originating from their account. Any vulgar, inappropriate or harassing material originating from your 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.