

University Policy Adoption, Revision, or Withdrawal Form

Replace italicized text with information, and submit to the Office of General Counsel for approval.

In some University Policy cases, categories may not be applicable. Use as much space as needed.

Double-click the appropriate classification box

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Policy Adoption

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Policy Revision

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Policy Withdrawal

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Policy: Eligibility for Auburn University User Accounts

Responsible Office:

Office of Information Technology

I. POLICY STATEMENT

A person or entity (user) may be granted an Auburn University user account and access to particular Auburn University computing resources only if such access supports the mission of Auburn University.

II. POLICY PRINCIPLES

Auburn University recognizes the important role that computing plays in contemporary society and particularly in education and therefore grants eligible users access to the Auburn University network for use in the support of the university's mission. Access to particular systems may be added to the general network access by the units responsible for those systems and is based on system guidelines and the user's responsibilities and needs.

III. EFFECTIVE DATE

Revised upon approval

IV. APPLICABILITY

This policy applies to all users assigned or seeking access to Auburn University computing resources.

V. POLICY MANAGEMENT

Responsible Office: Office the Chief Information Officer

Responsible Executive: Provost, Executive Vice-President

Responsible Officer: Chief Information officer

VI. DEFINITIONS

- **Eligible users** are generally included in one of the following categories:
 1. All current Auburn University and Auburn University at Montgomery employees.
 2. All Auburn University students who are active according to the records of the Auburn University Registrar are granted general access, (e.g. email, network access, access to the university portal). Access to additional computing resources is granted based on a user's

responsibility, needs and the mutual benefit to the parties involved.

3. Applicants for admission to whom the university has offered acceptance may be issued a user account with temporary access.
 4. Retired employees, who retain their user account and associated email access.
 5. Graduated students, who retain access to their student email accounts.
 6. Individuals who are sponsored by an Auburn University administrator may be granted a guest account with limited access for computing activities that support the mission of the university.
 7. Persons whose relation to Auburn University is specified by a contract with the University. Such persons may be granted the access required for the completion of the contract requirements.
- **Groups and units** that are part of Auburn University may also be designated as eligible users and be granted accounts subject to:
 - Appropriate confirmation that the account will be used to support the mission of Auburn University and
 - The approval of the Office of the CIO.

VII. POLICY PROCEDURES

Auburn University IT resources will be managed to support access for eligible users.

Requests for sponsored accounts should be submitted through the OIT identity management office.

Requests for departmental or group accounts should be submitted through the OIT accounts administrator.

Students may grant proxy access to parents or other individuals to the student's academic schedule and grades. They may also grant access to the students billing account.

The Chief Information Officer has the authority to grant or deny access.

VIII. SANCTIONS

The use of an account for personal monetary gain, disruptive, abusive or illegal behavior or for activities prohibited by Auburn University or in violation of Auburn University IT policies may result in suspension or closure of the account.

IX. EXCLUSIONS

None

X. INTERPRETATION

The Office of the Chief Information Officer has the authority to interpret this policy.

APPENDICES

*Attach a full version, in PDF format, of the submitted policy and supporting documents
(i.e. forms, exhibits, memorandums etc.)*