

# BSU Generic User Accounts Policy

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| <b>Purpose</b>          | The purpose of this policy is to increase security, verify ownership, and reduce the total number of unused BSU Domain User Accounts. Generic accounts are accounts that are assigned to groups or programs to enable members of those groups and programs to access BSU resources.  |
| <b>Policy Statement</b> | To improve security on the BSU network, all generic accounts will be valid for a period of one year.   |
| <b>Applies to</b>       | All users, departments and groups on campus that use BSU Generic User Accounts.  |
| <b>Responsibilities</b> | IT will send an account renewal request to the “Designated Owner” of the Generic Account via mail 30 days before the expiration date. Account owners who respond to the annual renewal email from IT and state the status of the generic account is to be renewed shall have the generic account renewed for an additional year. Account owners who respond that the generic account is no longer required or there is no response, IT will disable accounts for 6 months and then permanently delete from Active directory. |
| Title:                  | BSU Generic User Accounts  |
| Approved By:            | Ray Lefebvre, VP Information Technology  |
| Approval Date:          |  |
| Date of Last Revision:  | 7/19/2017  |
| Policy Category:        | Information Technology Division  |