

Student Worker (SW_Account) Account Policy

Purpose	To supply a dedicated student worker account for each student who performs duties for campus departments. This will increase security and accountability
Policy Statement	SW_Accounts will allow printing to departmental printers, login rights, and access to G:\Community folder for each department.
Applies to	All departments on campus
Responsibilities	<p>The following list provides the details for these SW_Accounts:</p> <ul style="list-style-type: none">• No access will be provided to departmental resources (for example: printing or G:\drive) for standard student accounts• SW_Accounts must be requested using this form: Student Worker Account Request Form (pdf) (The form is required for NEW account requests only, expired accounts can be renewed via IT ticketing system)• SW_Accounts will ONLY be allowed to log into computers that they use in the department and only during requested hours• SW_Accounts expire at the end of each semester. Supervisor will need to renew these accounts via IT ticketing system. For the purpose of these accounts, both summer sessions are one semester.• Supervisor is responsible for any activity originating from that account• Email for SW_Accounts will be provided by request only. By default, SW_accounts do not include email• After twelve months of inactivity, SW_Accounts are permanently deleted

Title: Student Worker (SW_Account) Account Policy

Approved By: Pat Cronin, Vice President of Information Technology

Approval Date:

Date of Last Revision: 7/29/2013

Policy Category: Information Technology Division