

Visiting Lecturer User Accounts

Purpose	The purpose of this policy is to outline the process for requesting and deleting user accounts for visiting lecturers (VL).
Policy Statement	New user account requests, requests to re-enable, and requests to delete accounts for visiting lecturers should follow the procedures listed in responsibilities below.
Applies to	All visiting lecturers and IT staff
Responsibilities	<p>New VL</p> <ul style="list-style-type: none">• HR sends an account creation request to systems with a start and end date• Systems creates vl account with semester end date• Systems disables account on end date and moves account to vl disabled OU <p>To Re-enable Account:</p> <ul style="list-style-type: none">• HR sends notice to extend vl (contract signed)• Systems will renew the account for another semester if request to extend; otherwise account remains in disabled OU <p>To Delete Account:</p> <ul style="list-style-type: none">• HR sends notice to separate vl from BSU• Systems will delete account and all data in Webhost and email.

Title: Visiting Lecturer User Accounts

Approved By: Pat Cronin, Acting CIO

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Policy Category: Information Technology Division