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
New VL
- 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

To Re-enable Account:
- 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

To Delete Account:
- HR sends notice to separate vl from BSU
- Systems will delete account and all data in Webhost and email.

Title: Visiting Lecturer User Accounts
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