

# OFFICE OF INFORMATION TECHNOLOGY

## Policies and Procedures Manual

### 2.1. Computer Account Request Policy

#### 2.1.1. Approval and adoption

- 2.1.1.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 10/15/2002.
- 2.1.1.2. Updated naming of ULV to La Verne, formatting of document, and content information. Reviewed and approved by the Interim Chief Human Resources Officer, Chief Information Officer, and Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

#### 2.1.2. Purpose

- 2.1.2.1. To provide guidelines for users wishing to request an account(s) on University computer systems.
- 2.1.2.2. To provide a mechanism to ensure all account requests are reviewed and authorized by appropriate data steward for compliance with laws and regulations (e.g. FERPA) dealing with confidentiality of data.
- 2.1.2.3. To provide guidelines for the closing of computer accounts.

#### 2.1.3. Policy

- 2.1.3.1. Users desiring a computer account must have their supervisor complete an employee on boarding technology and facilities request form indicating they have read and agree to abide by the University's "Appropriate Use and Information Security/Confidentiality Policy".
- 2.1.3.2. All computer account requests must be reviewed and authorized by the appropriate data steward and Office of Human Resources for compliance with laws and regulations (e.g. FERPA) dealing with confidentiality of data.
- 2.1.3.3. The appropriate data steward(s) responsible for the data must authorize all requests for computer accounts within their purview, as applicable.

- 2.1.3.4. All University of La Verne computer accounts are provided as a service to its students, faculty, and staff. By using them, individuals are agreeing to abide by the University's "Acceptable Use and Information Security/Confidentiality" policy. Failure to do so can result in termination of account access privileges.
- 2.1.3.5. All University of La Verne computer accounts issued to faculty, staff, and student workers will be disabled or closed upon the individual leaving the employ of the University unless prior approval to retain the account access has been granted in writing by the appropriate Vice President and Chief Information Officer with appropriate timeline defined for continued access.
- 2.1.3.6. Any students who are no longer active students will have deprecated computer accounts. Currently, non-active student will only have access to a few systems (e.g. Banner SSB, Gmail, and Office 365). These services will continue to be provided to alumni, as long as the license is in force.

#### **2.1.4. Procedure**

- 2.1.4.1. In order to obtain a computer account, a user's supervisor should complete and submit the employee on boarding technology and facilities request form and submit. These requests will be electronically routed to the appropriate areas for approval and disposition.
- 2.1.4.2. Once each functional area receives the form with all appropriate authorizations, the user will be contacted with their account information or the reason their request for an account was denied.