Eligible User Policy

Purpose

This policy defines members of the Auburn University community who are eligible to use Information Technology computing facilities and services.

Policy

All AU faculty, staff, and students (enrolled for the current term) are eligible for Information Technology computer user names.

Student groups desiring organizational e-mail capabilities should contact Network Services to establish a mail list. Group accounts are intended for use by small, well-defined units and requests are granted only in exceptional cases and for organizations supported by the general fund.

Guest user names are provided for persons who have a valid contract with the University. The request for the account must come from the sponsoring department and have the approval of the department head. No group user names will be created for off-campus organizations.

Procedure

- **Activation of user names** - User names are automatically generated as soon as affiliation with Auburn has been established. Once created, user names are permanent.

- **New Employees not yet on File** - User names for employees not yet on University files can be created by the Identity Management Office. Records on new employees are automatically updated from the employee files.

- **Admitted Students not yet Enrolled** - Admitted students are issued a guest user name with the expiration date set to the end of the term the student expects to enter. Once the student is enrolled, the expiration date changes to permanent retention.

- **Guest Accounts** - AU administrators can sponsor guest users when the user has a valid contract with the University. Visit the Identity Management Office website for details.

- **Deactivation of Accounts** - Computing user names for employees are deactivated on termination. Student user names are deactivated after three terms of not being enrolled. Students taking a term off will not lose their computing account.

- **Aliases** - A maximum of three aliases of the user's choosing can be established for use with e-mail. An alias is any unique alphabetic character combination (20 character limit). Mail directed to the alias is forwarded to the predetermined address where the user reads mail. Request for an alias can be made by completing the Electronic Mail Forwarding Request.

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