

USERNAME AND ID POLICY

June 2006

TNS -POL - 006

An SU ID (Example: first_last@subr.edu) is automatically created for faculty and staff upon employment and students when they apply to the university. Accounts are active as long as the individual maintains an official affiliation with the university.

Faculty and Staff Members

The Office of TNS provides an SU ID to all University faculty and staff during active employment. The account will be disabled immediately after employment is terminated, and will be removed from the system after 60 days. All faculty and staff accounts will be verified annually.

Students

SU ID for students will be generated at the completion of registration for courses. Accounts are removed after one semester of inactivity. All student accounts will be verified annually.

Account name conventions

Faculty and staff ID's are created using the first and last name, with a “_” separating them, (Ex: Joe_Smith). Student ID's are created using the first and last name and a double digit number, with a “_” separating them, (Ex: Joe_Smith_00 or Joe_Smith_01). Names longer than that system allowed will be truncated to the required length.

Username Change

SU ID's are created based on the individual's first association with the university. Changes in position, job function, and name will not affect the original ID. For example, a student that becomes a faculty member may have the Joe_Smith_00 convention.

If an individual requires a username change, they should submit a ticket through the Helpdesk, and the ticket has to be approved by the administrator. Once the ticket is approved, the username change will be made. To meet approval, the individual needs to be sure a name change was performed in the HR system for faculty and staff, and the Student Record System for students.

Approved
JSL
6/21/06