

# Computer Account Request Policy

## Purpose

To provide guidelines for users wishing to request an account(s) on University computer systems.

To provide a mechanism to ensure all account requests are authorized by appropriate managers responsible for the data and reviewed by the CIO for compliance with laws and regulations (such as FERPA) dealing with confidentiality of data.

To provide guidelines for the closing of computer accounts.

## Policy

Users desiring a computer account must complete and sign a CIT Service Request form indicating they have read and agree to abide by the University's "Appropriate Use and Information Security/Confidentiality Policy".

All computer account requests must be reviewed and authorized by the University CIO for compliance with laws and regulations (such as FERPA) dealing with confidentiality of data.

The appropriate manager(s) responsible for the data the account gives access to must authorize all requests for computer accounts.

All Bethune-Cookman University 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.

All B-CU computer accounts issued to faculty and staff will be closed upon the individual leaving the University,

unless prior approval to retain the account access has been granted in writing by the VP of the area.

All computer accounts issued to students will be closed once a student is no longer officially enrolled in the University, or three (3) months after graduation.

**Procedure**

In order to obtain a computer account users should complete and sign the CIT Service Request form, from the Office of Human Resources. HR will route the form to the appropriate manager for authorization and approval of data access.

Once CIT 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.