

California State University <b>Northridge</b>	<b>Information Technology</b> CSUN User ID	<b>Page 1 of 2</b>	
		<b>SOP#:</b> 500-25	<b>Revision#:</b>

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**1.0 INTRODUCTION**

These procedures are proposed to provide uniform guidelines for all campus information technology (IT) accounts.

**2.0 PROCEDURES**

Those entitled to accounts include all employed faculty and staff, faculty with emeritus status, and currently enrolled students. Special purpose accounts are provided to individuals who are applying for admission to the university and have received a student ID, and may be provided for the use of departments, University recognized student clubs and organizations, and other campus units.

Each account holder is entitled to one campus-wide account that allows access to all authorized components of the network that may include the following: portal, email, learning management system, and web pages. Authorization to access services of the campus wide network is given to accounts on an as needed basis at the time the account is opened or as a new need arises, for example when an account holder is reassigned and has new responsibilities.

By opening an account all users agree to the terms in the posted Acceptable Use Policy. The University reserves the right to change, modify, add, or remove portions of this posted policy at any time. It is the users' responsibility to stay informed of these changes. Account holders are responsible for all actions performed with the use of their accounts. Account passwords must conform to university password standards.

Account access is removed upon the users' separation from the university community or at any time the University determines it is necessary as defined below.

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Account access may be terminated on the following conditions:

- **Noncompliance with the University's policies on usage.**
- **Faculty and Staff** — upon separation from the University.
- **Students** — one month after the beginning of any semester without enrollment. After graduation, students can maintain their email account with their membership in the CSUN Alumni Association.
- **Applicants for enrollment** — one month after the beginning of any semester without enrollment
- **Special accounts for individuals associated with departments** — upon request of the account holder or another responsible person. This account will be terminated when the account holder no longer has a relationship with the campus unit for which the account is intended.
- **Student clubs and organizations** — Upon loss of recognized University status.

### 3.0 RESOURCES AND REFERENCE MATERIALS

500-07 Password Standards and Guidelines

500-10 Use of Computing Resources

500-8060 Access Control