Purpose and Scope

- The purpose of this policy is to describe the way digital identities are created, maintained, used, and terminated at Wofford College.
- This policy applies to Wofford College students, faculty, staff, retirees, and alumni.
- This policy applies to the three ways that digital identities currently are maintained at Wofford: Active Directory, Banner, and Card-Key.

Policy: Active Directory Domain Accounts

- The following types of individuals are eligible to receive an Active Directory domain user account for the College’s network:
  - Current faculty and staff members,
  - Current students,
  - Retired faculty and staff members who meet the following criteria:
    - 10 years of continuous service and attainment of age 65; or
    - 20 years of service and retirement (as opposed to leaving for another job)
- Active Directory domain usernames and initial passwords are assigned to users after they have signed an application which, among other things, specifies that they have read and agree with the Policy on the Responsible and Ethical Use of Wofford College Technology Resources.
  - Active Directory domain passwords:
    - Users must change their passwords when they first use their account.
    - Strong passwords are required (at least 8 characters, both upper and lower case letters, one special character)
    - Passwords must be changed every six months
- Domain accounts are available only to users with an active association with the College
  - Students retain their user accounts for one month following graduation.
  - For students under suspension, access to user accounts will be granted by the Dean of the College on a case-by-case basis, using two criteria to help make the decision:
    - whether the student intends to return; and
    - the probability that continuing use of the account could harm the College.
  - Retired faculty and staff who qualify will retain their user accounts.
    - Every six months, IT will send email messages to retired faculty and staff members asking if they desire to retain their account.
    - Individuals who do not respond will lose their user account until they notify the college that they want an account.
  - With the exception of retirement, staff members who separate from the college lose their user account immediately.
Policy: Banner and Banner Web Accounts

- Banner accounts are available only to Wofford staff on a “need-to-know” basis. This is reviewed by Data Owners every six months as described in the Privilege Management Policy.
- Banner Accounts are assigned to users as follow:
  - Banner Accounts are granted to users after they have signed the Banner Confidentiality Agreement
  - Banner forms access is assigned to a user as described in the Banner Data Security policy
- Users must change their Banner password every six months.
- Banner Web accounts are assigned to users as follows:
  - Students receive their Banner Web username (W-number) when they enter Wofford
  - Faculty and staff receive their Banner Web username from Human Resources when first employed
- Users must change their Banner Web PIN when they first use their account and every six months after this.
- Banner Web accounts are not terminated for students, who change to alumni status after they graduate.
- Banner and Banner Web accounts are terminated for faculty and staff when they leave the college.

Policy: Card-Key Access Accounts

- The Card-Key identifier is the same as the number on the card. These accounts are maintained by Public Safety.

Responsibilities

- Applications for domain accounts: Help Center, 597-4357
- Active Directory domain: Ron Wood, 597-4273
- Banner accounts: Reba Epton, 597-4270
- Card-Key access: Public Safety, 597-4350