

# Identity Management Policy

## 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 |