

WALLA WALLA COMMUNITY COLLEGE

Employee Account Life Cycle Administrative Policy

Policy Number: 8020

I. Policy Background/Purpose

Walla Walla Community College (WWCC) strives to provide newly appointed faculty and staff timely access to College systems to allow for smooth onboarding of academic and administrative personnel while complying with elements of the Higher Education Opportunity Act (HEOA), State Authorization Reciprocity Agreement (SARA), and educational best practices. It is expected that access to College systems will be used by faculty and staff for training, compliance, and course preparation in accordance with the Information Resources Acceptable Use Policy (IRAUP).

II. Authority

Higher Education Opportunity Act (HEOA); State Authorization Reciprocity Agreement (SARA)

III. Scope of Policy

This policy applies to faculty and staff and students.

IV. Definitions

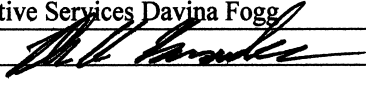
College systems are defined as email, CCNet (and related apps), library databases, the learning management system (currently Canvas), and the Online College Administrator (OCA). Use of these systems, once access is granted, is governed by the IRAUP.

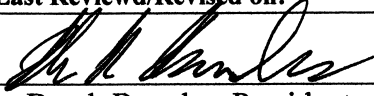
V. Policy

WWCC will, via an automated system, create system accounts to be used by faculty and staff for access to local WWCC network resources and WWCC controlled cloud resources. These resources include but are not limited to WWCC Email, network file shares, Canvas, CCNet (WWCC staff web application portal), and staff WiFi.

ProceduresThe following account life cycle will be followed by WWCC Technology services staff:

- A. Accounts will be created 24 hours after an employee's paper work has been approved by HR and the employee has been entered into the Personnel Payroll Management System (PPMS). The account may be activated up to 60 days prior to an employees contracted start date.
- B. Faculty account passwords will be changed to an automated randomized password after two quarters of inactive job codes in PPMS.
- C. Faculty accounts will be retired from the WWCC Active Directory after 385 days of no active job code in the PPMS system
- D. Classified and Exempt staff account passwords will be changed to an automated randomized password the day their job code is changed to inactive in PPMS disabling access to all WWCC SSO applications (ie E-mail, canvas, remote desktop, etc)
- E. Classified and Exempt staff accounts will remain active for 60 days after the password change to allow access to any files that the employee may have on their U: drive and to put a mandatory out of office message on their email stating they are no longer employed at WWCC and giving contact information for employee supervisor or employee replacement. Classified accounts will be retired 60 days after employee is no longer employed with WWCC.
- F. Student accounts will be created 24 hours after they have registered for their first class at WWCC. Student accounts are not removed from the system but go inactive if they have not registered for classes with-in two quarters. Student email accounts do not get deleted as they are given an alumni license.

Policy Contact: VP Financial and Administrative Services Davina Fogg
Approved by: July 3, 2019 
Date Originally Approved
Last Reviewd/Revised on:



Dr. Derek Brandes, President