

User account retention policy

Student accounts

Provisioning

- Student accounts are provisioned during the application process.
- All students receive an institutional email address.
- Student passwords do not expire.

Disable

Student accounts are disabled if the account meets any of the following criteria:

- The student has not enrolled in a course for over two years.
- The student did not enroll in a course during the term of his or her expected entrance.

Students are notified by email twice of their pending account disable:

- Two months prior
- One month prior

After the two-year gap in enrollment, a student is required to reapply for admission to the institution, during which time the student's user account will be reenabled.

Employee accounts

Provisioning

- Employee accounts are provisioned as part of the [Hiring Process Workflow](#).
- IT Services will not provision an employee account without verification from Human Resources.
- All employees receive an institutional email address.
- Employee account passwords expire every 6 months.

Employees are notified by email three times before their password expires:

- Two weeks prior
- One week prior
- Two days prior

Disable

Employee accounts are disabled only after verification from Human Resources.

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