

Information Technology – David Steinour, Vice Provost of IT

Effective Date(s): 12/09/02

Title: Temporary Network Accounts for Conferences and Workshops

Applicable: Faculty, Staff and Administrators

Summary: College supported conferences and workshops often times need access to the College Network resources. An example would be for printing capabilities. This policy describes how one would obtain a temporary network access account and a request must be submitted two weeks prior to their need. **Please read the Details section to better understand this Policy and the restrictions that may apply.**

Contacts: Helpdesk, ext. 7000

Details:

Access to network resources such as print services requires a network domain account at Gettysburg College. Users must authenticate to the domain using named accounts to insure audit ability and maintain network security.

This document defines policy and standard procedures for establishing short term, limited use temporary accounts for use by sponsoring departments when such accounts are needed to facilitate conferences, workshops and other special events where the anticipated users do not otherwise have access to the College's network.

Program Policies:

1. Temporary accounts are appropriate for short-term use only. Short term means a matter of days or weeks. Requests where the need approaches that of a full semester will not normally be approved.
2. Temporary Accounts are available for non-recurring needs.
3. Temporary accounts are not available for Gettysburg College faculty, staff, students or administrators. These groups of users should already have network domain accounts and are required to use them.
4. Temporary accounts must be associated with a named trustee who holds a faculty, staff or administrative position with the College. The trustee must affirm and accept responsibility for the temporary users' network use for which he/she is a trustee.
5. Temporary accounts are available only for programs officially recognized and sanctioned by the College.
6. Temporary accounts may be used only while on campus and for activities that support the conference, workshop or special events' need.
7. Temporary accounts give a user access to the Internet and network printing. Temporary accounts do not include network file space, email, web pages or other network benefits.
8. All use must be in accordance with the College's current Network Use Policy.

Application Process:

1. The trustee must apply for all temporary accounts no later than two calendar weeks prior to need. Information Technology can not guarantee account creation with less than two calendar weeks lead-time. Multiple requests for the same conference, workshop, etc., are acceptable. You can submit a few accounts at a time, or all of them at once.
2. Trustee must SUBMIT the following information for each temporary accounts request:
 - a. name and campus phone number of the trustee
 - b. name and dates of the officially recognized conference, workshop or program associated with the request.
 - c. information should be submitted as a "Helpdesk Request", and may be accompanied by an Excel worksheet or Word document as a convenience to the requestor.

3. Trustee must RETAIN in their files, for one year, the following information to be made available to IT upon request. This information will be requested in the event of any network or computer use incident associated with the temporary account holder.

- a. name, address and phone number of the temporary account holder
- b. institutional affiliation (if any) of the temporary account holder
- c. the conference, workshop or event name and dates
- d. any other optional information deemed important by the trustee

4. The help desk will assign the request to Infrastructure and Operations (IO) for processing. IO staff will contact the trustee and seek a password to be associated with all temporary accounts associated with the conference, workshop or special event. At the appropriate time, the trustee may divulge the password. It should be done in a manner that allows the password to be kept confidential, we strongly advise that it be done individually and confidentially to each user. It is the responsibility of the trustee to insure that temporary user accounts and their passwords are not shared or transferred or assigned to any other person than named in the account.

5. Generic accounts: IT will normally provide two (2) generic accounts for each conference, workshop or event to accommodate "walk-in" and/or users substituted at the last minute. The trustee must retain careful record of the name of the real user associated with the use of a generic account. Once associated with a real name, the generic account may not be used by any other person.

Termination of Accounts:

1. All temporary user accounts will expire the day after the conference, workshop or special event ends.
2. Temporary user accounts may be terminated at any time, for any reason and without prior notice.