

OFFICE OF RECORD: Information Technology Services
ISSUED BY: Chief Information Officer
APPROVED BY: Vice President's Council
EFFECTIVE DATE: 04/04/14

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Network Account Creation Policy

Purpose

Dakota State University (DSU) has established a formal policy regarding the creation of network accounts. The purpose is to protect the networks, devices, and information at the university as well as to be in compliance with the Payment Card Industry Data Security Standards (PCI-DSS).

Audience

This policy applies to all individuals with a need for University network account; including, but not limited to employees, students and third-party affiliates.

Policy

DSU requires all employees, students and third-party affiliates to obtain electronic identifiers (username and password) to gain access to the network resources necessary for them to successfully complete their job duties and to protect these resources from unauthorized use.

Employees will be able to obtain electronic identifiers from ITS when they are notified by Human Resources of their employee status. Upon resignation, retirement, or termination, all information technology services, support, and equipment will be rescinded and recovered at the time that the employee's status changes. Employees granted emeritus status may be allowed to continue with e-mail services.

Students will be able to obtain electronic identifiers from ITS when they have registered for coursework. Student accounts are disabled and removed from the directory two semesters after the last semester in which they are enrolled.

Third-party affiliates will be able to obtain electronic identifiers from ITS when identification is provided to ITS and when authorization comes from the department that needs the third-party services. All accounts will be disabled when their work is completed.

Enforcement

Users found in violation of this policy may be denied access to the DSU network.

Definitions

Third-Party Affiliate - A third-party affiliate could consist of, but is not limited to: technology vendors, contractors, consultants, business partners, and security companies.

Related Policies

- SD Board of Regents’ Acceptable Use of Information Systems Policy 7:1
- SD Board of Regents’ IT Security Policy for Employees Leaving the BOR System 7:2
- SD Board of Regents’ Security of Information Technology Systems Policy 7:4
- DSU Computing Privileges Policy

Revision History

This policy will be evaluated on an annual basis for ensuring its adequacy and relevancy regarding DSU’s needs and goals.

Revision Date	Reviewed by
2014-03-14	Security Policy Committee