

Baldwin Wallace University Information Technology Standard

Issued by:	Information Technology
Title:	Identity Management Standard
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A. Faculty IDs:

- a. Send create ID notice 4 weeks before the start of employment date with supporting initial requirements. The account will only be available for use at the start of their signed contract.
- b. Send disable ID notice on their last day of employment for normal, mutually agreeable exits. For non-mutually agreed separations, their accounts should be disabled as early as possible but not beyond their last day of employment.
- c. Send delete ID notice 60 days after the disable notice has been sent.
- d. Send suspend or resume ID notices (without reason). (Example: Suspend/Resume due to medical, FLMA,...)

B. Staff IDs:

- a. Send create ID notice 4 weeks before the start of employment date with supporting initial requirements. The account will only be available for use on their first day of employment.
- b. Send disable ID notice at the end of their last day of employment for normal, mutually agreeable exits. For non-mutually agreed separations, their accounts should be disabled as early as possible but not beyond their last day of employment.
- c. Send delete ID notice 60 days after the exit date.
- d. Send suspend or resume ID notices (without reason). (Example: Suspend/Resume due to medical, FLMA,...)

C. Emeriti IDs:

- a. The concept of Emeriti IDs has been deprecated. No post-employment IDs of any type will be granted.
- b. If the emeriti have been granted use of their BW email address then HR must send IT a request to forward the email sent to their BW email address to the emeriti's personal email account. BW will no longer host the emeriti's email. Additionally, HR must send IT a delete forwarding notice when appropriate or the person reaches age 100.

D. Coterie IDs:

- a. Delete 30 days after full payment.
- b. Delete 2 years after the last payment if not paid in full.

E. Non-Employee IDs (Contractors/Guests):

- a. Send create ID notice 4 weeks before the start date with supporting initial requirements. (ID pre-approval process with the designated sponsor to be built into the HR system as well.)

- b. Send disable notice on the last day of work. Sponsor responsible to notify the HR System.
- c. Send delete notice 60 days after the exit date.
- d. Send disable notice if sponsoring employee does not revalidate ID every 90 days. (Process includes escalation process to sponsoring employee manager.)
- e. If sponsoring employee exits, their manager becomes the sponsor until a new sponsor is named. (i.e. There should never be an "orphan" contractor or guest account.)

F. Service/Production/Shared IDs:

- a. Disabled if not revalidated annually by the sponsor of the account. (Process includes escalation to CIO before disable.)
- b. Deleted 90 days after disable.
- c. If sponsoring employee exits, their manager becomes the sponsor until a new sponsor is named. (i.e. There should never be an "orphan" service account.)

G. Student IDs:

a. Slate:

- i. Send create ID notice after application.
- ii. Send disable ID notice if not accepted, never heard from,...
- iii. Send delete ID notice 90 days after disabling ID notice.

b. Colleague:

- i. Send disable ID notice 1 year after the last class attended.
- ii. Send delete ID notice 30 days after above.
- iii. Send suspend or resume ID notices (without reason). (Example: Suspend/Resume due to medical, disciplinary,...)

H. General IT Responsibility:

- a. Staff/contractor/guest accounts to be disabled after 30 days of inactivity.
- b. Faculty accounts to be disabled after 9 months of inactivity.