

Windows Enterprise Announcement

November 28, 2012 – Net-ID Suspension Process Updates

The following text is from a post to the CCSG mailing list on November 28, 2012

From: Solution Center [ITCSV] <solution@iastate.edu>
Sent: Wednesday, November 28, 2012 10:39 AM
To: 'ccsg@iastate.edu'
Subject: Net-ID Suspension Process updates

Information Technology Services is implementing changes to the Net-ID suspension procedure for employees who separate from the university, as well as strengthening the documentation and approval process for sponsored Net-IDs. These changes were recommended by a university workgroup that reviewed how services were terminated when an employee leaves the university. The impetus for the review and resulting changes was a recent audit finding requesting that those processes be strengthened.

Net-ID Suspension Process

The new Net-ID suspension procedure is documented in the memo, “Suspension of Net-ID (including email) access upon separation of employment,” [1] and on the Net-ID Suspension web page [2]. Please contact the Solution Center with operational questions or the Office of the CIO if you have concerns about impact on university business processes.

Sponsored Net-IDs

Sponsored Net-IDs are available to provide temporary access to select university IT services for a specific business purpose. It is expected that the sponsored Net-ID will be terminated when that business purpose has been fulfilled. In the new approval process:

1. A university employee may request to sponsor a Net-ID by logging into ASW at www.asw.iastate.edu and selecting “Manage Sponsored Net-IDs” followed by “Request a Sponsored Net-ID”.
2. The request will be forwarded to a university administrative officer [3] for approval. (Administrative officers may delegate this right to others by logging into ASW and selecting “Manage Sponsored Net-IDs” followed by “Manage Sponsorship Delegation”.)
3. To review and approve (or deny) a sponsorship request, the administrative officer or delegate will login to ASW and select “Manage Sponsored Net-IDs” followed by “Review/Approve Sponsorship Requests”. Note that approvers may not approve their own requests.

The approver of a sponsored Net-ID is responsible for reviewing the purpose of the Net-ID and for working with the requester to terminate the Net-ID when appropriate. As is the case now, sponsored Net-IDs will need to be renewed annually or semiannually depending on the purpose. The renewal reminder will be sent to the person who requested the Net-ID. If the requester wishes to renew the Net-ID, they will need to send the reminder to an authorized approver.

Sponsored Net-IDs for Student Employees

Any employee (non-C/XH-base) is able to sponsor a Net-ID for a student employee without further approval. The main purpose of these Net-IDs is to provide an Exchange mailbox to a student employee. In this case, the sponsored Net-ID is linked to the student's primary Net-ID and both will be suspended when the student leaves the university.

Links:

1. "Suspension of Net-ID (including email) access upon separation of employment,"
http://www.it.iastate.edu/docs/policies/net-id_suspension_memo_2012-10-25.pdf
2. Net-ID Suspension web page: <http://www.it.iastate.edu/services/exchange/suspension>
3. University Administrative Officers: <http://www.provost.iastate.edu/resources/administrative-officers>