Procedure 140-10 Account Expiration
Sponsor: Information Technology Services

Purpose
Coconino Community College (CCC) has implemented Identity Management technology to manage access to the CCC network and other technology resources. Identity Management provides a single userid and password that are used to access computers on the College campuses/sites, the College network, and computer applications provided by the College. This document provides guidelines for the CCC userid and password account expiration. Use of a CCC provided userid and password requires full compliance with the CCC Acceptable Use of Technology policy, found on the College Web site.

Definitions
None

Procedure
The College provides access to College resources to students, faculty, staff, consultants, vendors, and others who have reason to use College technology. It is the policy of CCC that all users of College technology resources must use their College issued CCC userid and password to access technology resources at the College.

The College userid and password is intended to be used for the duration of the user's relationship in good standing with the College. Passwords will be changed periodically according to College policies, or otherwise required. The College may disable an account at any time if there is evidence of a violation of the CCC Acceptable Use of Technology, policy, found on the College Web site. Normal termination of function of the CCC userid applies as follows (*user account* includes network login id, Coconino email account, and all access rights, i.e., SharePoint, Banner Self-Service (Web4), drive access, etc.).

Students
After one year (spring/fall consecutive terms not including summer) of no positive registration, the account is disabled. Students can register for classes, but no access to services, i.e., lab, the internet is available. A positive registration is one in which the student has completed or will complete a course while maintaining enrolled status in said course. Account access will be disabled at the end of each term for students that meet the above criteria.

Retirees
User account including email is disabled on date of retirement. U:\ drive is backed up and removed from active storage upon supervisor's request. The email account is disabled, and after four months mail is deleted from active storage.

Faculty/Staff
Voluntary/involuntary separation, the user account is disabled on the respective date (HR/IT). U:\ drive is backed up and removed from active storage upon supervisor's request. After three months, email is deleted from active storage.

Adjunct Faculty & Non-Credit Faculty
User account is disabled after two consecutive full academic semesters with no paycheck paid to the employee. After three months, email is deleted from active storage.

Consultants
User account is disabled on the last working date and deleted after three months.

Vendors
User accounts are disabled after work is complete. They are deleted if deemed no longer required.

Guest/Event
Special one-time accounts will be disabled and deleted immediately after the expiration of the event the account was created for.

Emeritus
Users with this status granted by the college are given lifetime email account access unless determined otherwise by the College President.

NOTE
All termination communication will be sent to ITS management (Director, and/or his/her designees,) for distribution to team members for execution of the policy.

Email may be available up to 30 days in backups after account deletion.

References
None

Procedure History
03/06/2019   New and Approved by College Council

Legal Review
None