

Baldwin Wallace University Information Technology Standard

Issued by:	Information Technology
Title:	User ID Standard
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A. Types of User IDs:

a. Employee IDs:

Defined as full or part-time employees and paid via the university's payroll system. This includes adjunct instructors who may only teach every few years.

b. Students IDs:

Those individuals who have been accepted by the admissions department as a potential student at the university. By default, all existing students are included.

c. Coterie IDs:

Students may, at their discretion, establish the privilege for parents, guardians, family, or even friends to view certain information about them at BW or assist with tuition costs. These are highly limited types of IDs to be used only for the specific purpose of viewing student information or paying tuition. These types of IDs are never to be granted access to any other BW IT Resource.

d. Non-Employee IDs:

This category includes contractors, vendors, suppliers, guests, or other types of individuals who are not either a student or an employee and require an ID to access BW IT resources. Note: This is different than Guest access to the internet, in which an ID is not required. Guest access to the internet is covered under ITP-BW-12 Guest Access Policy

e. Service IDs:

Service IDs are used solely for non-interactive purposes, such as process-to-process communications. Typically, only systems administrators or application developers will use these.

f. Production IDs:

This category of IDs can be used interactively and is typically assigned to a process, application, or system. Production IDs are typically privileged accounts that are only used by system administrators or application administrators.

g. Shared Account IDs:

A Shared Account ID is an account used for non-confidential and non-business critical functions where attribution to actions taken by the account to an individual is not required. Shared Account IDs are never to be used to administer systems, processes, or applications. Examples of Shared Accounts would be those assigned to a public kiosk or a department shared calendar.

h. Default IDs:

These are the IDs created by a vendor and delivered with a system or application.

B. Employee IDs:

a. Naming Standard:

First initial of the first name and then last name up to a total of 8 characters. If a duplicate exists then the initial of the middle name is used. If that continues to be a duplicate then the use of the following letters in the first and then middle names is used until there is no duplication of an ID.

b. Process Requirements:

Only HR can authorize an individual to have an employee ID. HR does so by entering the individual's information into the HR system as a new employee. The HR system will act as the central repository of all employees and always be considered the primary source of truth on employee identity information. After being established in the HR system, IT will automatically assign an Employee ID to each new employee. The employee's manager, or their designate, must make a separate request to IT for accounts and required access rights to be provisioned for the individual to perform their job responsibilities. Nothing is automatically provisioned beyond an ID, a Single Sign-On (Active Directory) account, and an email account.

C. Student IDs:

a. Naming Standard:

First initial of the first name and then last name up to a total of 8 characters with a 2 digit year identifier on the end that signifies the entrance year. If a duplicate exists then the initial of the middle name is used. If that continues to be a duplicate then the use of the following letters in the first and then middle names is used until there is no duplication of an ID.

b. Process Requirements:

All individuals must be "Accepted" as a student by the Admissions department before being eligible for a Student ID. Once the individual has been "Accepted", their information must be sent from Admissions to the HR system, which will act as the central repository and source of truth on all student identity information. After being established in the HR system, IT will create Student IDs to be assigned to each student, along with provisioning the required access for a student.

D. Coterie IDs:

a. Naming Standard:

Username of the internet-based email address used for registration.

b. Process Requirements:

Only students may enter individuals to view their BW information and/or assist with tuition. Admission will manage the process. Once the student has entered the individual, Admission will transmit it to the HR system, where IT will automatically create and provision the Coterie account with access rights to only the limited amount of data permitted about the student.

E. Non-Employee IDs:

a. Naming Standard:

First initial of the first name and then last name up to a total of 8 characters followed by a signifier for the company they work for. For Guest accounts, the signifier will be _G. If a duplicate exists then the initial of the middle name is

used. If that continues to be a duplicate then the use of the following letters in the first and then middle names is used until there is no duplication of an ID.

b. Process Requirements:

All Non-Employee IDs must be requested via the Guest Access process and be approved by the Chief Information Officer or designated. IT will grant access approved in the Guest Access process. Any additional access will require the responsible employee, or their designate, to make separate requests to IT.

Once the Non-Employee's task(s) are completed, the responsible employee is required to notify IT immediately that the Non-Employee account(s) should be deactivated.

F. Service IDs:

a. Naming Standard:

Specifically related to the subject of the service entity involved.

b. Process Requirements:

These IDs are to be kept confidential and access given only to those individuals who require it to fulfill their job responsibilities. An owner must be assigned to each Service ID, and only the owner may use it. Sharing of Service IDs is prohibited unless approved by the Chief Information Officer.

All requests for a Service ID must be made to IT, and only IT can create and disseminate them. Once a Service ID has been established, the owner of the ID must make a separate request to IT for account creation and required access rights to be provisioned.

G. Production IDs:

a. Naming Standard:

Specifically related to the subject of the production entity involved.

b. Process Requirements:

These IDs are to be kept confidential and access given only to those individuals who require it to fulfill their job responsibilities. An owner must be assigned to each Production ID, and only the owner may use it. Sharing of Production IDs is prohibited unless approved by the Chief Information Officer.

All requests for a Production ID must be made to IT, and only IT can create and disseminate them. Once a Production ID has been established, the owner of the ID must make a separate request to IT for account creation and required access rights to be provisioned.

H. Shared Account IDs:

a. Naming Standard:

Specifically related to the subject of the sharing involved.

b. Process Requirements:

All Shared IDs must have an owner defined who is responsible for the account, and the ID must only be used for a singular purpose. For example, if you have two shared public calendars, you must have a unique Shared ID for each calendar.

All requests for a Shared ID must be made to IT, and only IT can create and disseminate them. Once a Shared ID has been established, the owner of the ID must make a separate request to IT for account creation and required access rights to be provisioned.

I. Default IDs:

a. Naming Standard:

N/A – The vendor of the product determines the ID name.

b. Process Requirements:

The password on these types of accounts must always be changed from its default. Additionally, if technically possible, these types of IDs are to be disabled and a production ID established to be used in its place. If the default account must be used, it is to be treated similarly to a Production ID.