

**Purpose**

The ACOM User ID is the electronic identifier that when used in conjunction with a password enables authorized access to centrally-managed College IT resources. This policy defines the requirements for the eligibility, creation, usage, maintenance, and duration of the User ID.

**Scope**

This policy applies to all students, faculty, staff, and individuals affiliated with the College with a legitimate need for access to ACOM IT resources in support of the teaching, research, and service mission of the Alabama College of Osteopathic Medicine.

**Effective Date**

Approved 2013, revised August 2013.

**Policy**

Students, faculty, staff, and others affiliated with the College (including those in program, contract, or license relationships with the campus) are required to have a unique electronic identifier (User ID) and a valid password in order to obtain authorized access to centrally-managed IT resources.

An User ID is only a means to verify a campus identity. It is not the sole means of determining permission to access specific services. Authorization to access any campus service shall be determined by the provider of each service through appropriate authorizing mechanisms.

**Definitions**

1. Authentication - Process of verifying one's digital identity. For example, when someone logs into a workstation or application with their User ID, the password verifies that the person logging in is the owner of the User ID. The verification process is called authentication.
2. Authorization - Granting access to resources only to those authorized to use them.
3. ACOM User ID - The electronic identifier or username allocated to an individual affiliated with Alabama College of Osteopathic Medicine that when used in conjunction with a password enables authorized access to centrally-managed ACOM IT resources. User ID's become part of ACOM email addresses (e.g., UserID@acomedu.org).
4. Special Access User ID - The electronic identifier or username allocated to an individual who is not a current student or employee, but is affiliated with the college with a legitimate need for access to college IT resources.

**Roles and Responsibilities**

It is the role of individual students, faculty, staff, or affiliated individuals to request the allocation of a User ID. The authentication and activation of the User ID is the responsibility of Information Technology Department personnel.

**Implementing Procedures**

1. Eligibility - All students, faculty and staff, and individuals with a legitimate need for access to ACOM IT resources are eligible for a User ID.

a. Students - All currently enrolled students and students admitted for the next semester will be enabled for access to ACOM IT resources. Students are verified through the college's student information system (SIS). Student access remains active over the summer semester.

b. Faculty and Staff - All faculty, staff, adjunct faculty, adjunct staff, and retired employees will be enabled for access to ACOM IT resources. Employment is verified through the Human Resources employee database.

c. Affiliated Individuals - Individuals who are affiliated with the college with a legitimate need for access to ACOM IT resources in order to fulfill their obligations or further the mission of the college may be eligible for an ACOM User ID as a special access account.

2. Special Access Accounts - The following types of affiliations may qualify individuals for a special access accounts.

a. Previous students who have been granted additional time to complete coursework are eligible to have their ACOM User ID enabled for the access necessary to complete that work.

b. Employees of affiliated organizations are eligible for an ACOM User ID with access to only those services required for their work for ACOM.

c. Individuals who serve as liaisons for building community among students may be eligible for a ACOM User ID enabled for email access only.

d. Other individuals may be eligible for an ACOM User ID and access to centrally managed IT resources if such access is necessary in order to fulfill the requesting person's obligations to ACOM and the special account will be used ONLY for purposes directly related to the association with ACOM. Personal use is not permitted.

3. Creating or changing a User ID - University students, faculty, staff, and others must register to select a User ID and password. The User ID must be 3-20 characters long, with letters "a-z" and/or numerals from "0-9". The first character must be a letter of the alphabet. User ID assignments are made on a first-come, first serve basis. User ID's may be changed in cases of legal name changes.

For detailed information on requesting, creating, changing, or reactivating ACOM User IDs (including Special Access User IDs), see User ID.

4. Duration – User IDs remain assigned to eligible individuals for life. Access to IT resources will remain enabled as long as the individual meets the eligibility requirements and has a valid password. All electronic data solely controlled and owned by a User ID stored on central servers will be deleted 250 days after eligibility to access this data ceases.

Related Laws, Regulations, or Policies

1. Information Technology Usage Policy
2. Access Controls Security Policy
3. Operations and Management Security Policy
4. Electronic Mail Policy
5. Official Electronic Correspondence with Faculty, Staff, and Students

Questions/Waivers

The Manager of Information Systems - ACOM is responsible for this policy. Manager of Information Systems – ACOM or designee must approve any exception to this policy or related procedures. Questions regarding this policy should be sent to the Manager of Information Systems – ACOM at [support@acomedu.org](mailto:support@acomedu.org).