Regulation 7-4

Winona State University

User Administration

PURPOSE/SCOPE: To maintain a high standard of security and to abide by the Minnesota State Colleges and Universities standards and guidelines. This policy refers to user accounts that are maintained in order to allow access to WSU resources, such as email, network and web storage, printing, etc. These resources are available to current faculty, staff, students and any others that have proper authorization to access these resources. This policy also refers to the password used to log onto WSU’s network in order to gain access to network resources.

DEFINITIONS:
1. Resources – Winona State University email, web and network storage, data access, software applications, and network printing.
2. Owner of the resource - The individual that is responsible for authorizing access to resources (see definition above).
3. Active admit status – Initial admission to the University, enrolled in classes, or intent to return on file.
4. Inactive admit status – After a defined period of no registration activity.

USER ACCOUNT ADMINISTRATION:

A. Faculty/Staff /Retirees/non-WSU’s
1. Once HR has approved a valid contract for a new faculty or staff member, a user account will be automatically created with permissions to resources that have been defined by the owner of the resource.
2. Once the account is created, the distribution of new employee credentials will be made available in a safe and secure manner to HR and the new employee’s supervisor.
3. Employees leaving a department will lose previous access to resources as defined by their department at the time they gain access to their new departmental resources. Exceptions will be granted upon request by their former Dean/Supervisor or authorized by HR.
4. Employee accounts, except for faculty accounts, will be disabled upon their posted separation date from the University. Faculty accounts (IFO) will be disabled six months from their separation date. Exceptions may be made for cause or by request of the appropriate Supervisor and authorized by HR.
5. Upon retirement, the retiree must request to keep their user account. Resources available to this account will be determined by the owner of the resource.

6. Vendor and non-WSU accounts must be requested by a WSU employed sponsor. They have a defined expiration date of no longer than one year.

B. Students
   1. Upon admission to Winona State University and an admit status of active, user accounts are created.
   2. This account shall remain active until their admit status changes to inactive.

C. All Users
   1. All users are given notice that their account will be disabled via email 30 days prior to its expiration.
   2. User accounts are deleted once they have been disabled for up to one year.

PASSWORDS:

1. Initial and reset passwords must be unique and at least 8 characters in length with mixture of mixed-case alpha and numeric characters.
2. Network account will lock after 5 attempts.
3. Passwords will expire after 180 days, with previous 20 passwords unable to be used. Users will be notified of this password expiration via email starting 30 days prior to expiration.
4. Computers are automatically set to lock (inactivity lock) after 15 minutes of idle time for any faculty/staff with access to non-public data.
5. Individuals, with access to sensitive data, are encouraged to lock their computers upon leaving their workstations.
6. Unencrypted storage of passwords is prohibited. Passwords must not be written down or stored without use of password-safe application.
7. Personal passwords may not be shared.

AUTHENTICATED BY:

Judith A. Ramaley  
President  
April 25, 2011  
Date of Adoption
Authority References:
MnSCU Policy 5.22 – Acceptable Use of Computers and Information Technology Resources
MnSCU Procedure 5.22.1 – Acceptable Use of Computers and Information Technology Resources
MnSCU Policy 5.23 – Security and Privacy of Information Resources
   Guideline 5.23.1.1 – Password Usage and Handling
President

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