

Liberty Username

Policy Information

Issuing Office

Information Services

Affected Parties

Students, Alumni, Faculty, Staff, other Account Holders

Policy Language

1.? All users who need to gain access to Liberty University computing resources must have a unique Liberty Username which is accompanied by an appropriate password as outlined in the Liberty Password Standard (PG006 ? Password).

2.? The creation of all Liberty Usernames must follow the standard Liberty Username creation process.?

3.? When a Liberty Username is no longer necessary, the decommissioning of a Liberty Username must follow the standard Liberty Username decommissioning process.

Policy Rationale

The Liberty Username (sometimes referred to as 'Sensenet account', ?user account? or ?Active Directory account?), is the user?s primary point of accessing the Liberty University computer network and various applications, such as Blackboard and ASIST. This document outlines the policy regarding usage of your Liberty Username.

Definition of Glossary Terms

Procedural Information

Procedures

1. Obtaining a Liberty Username:

1.1. Faculty/Staff

1.1.1. All faculty and staff will be given a unique Liberty University ID number upon hiring.

1.1.2. After the Liberty University ID number has been granted, the employee will be instructed to visit the University homepage at www.liberty.edu and claim their Liberty Username.

1.1.3. The employee's supervisor will submit a "new employee checklist" through the IT Service Request system, to have the appropriate permissions granted to the Liberty Username.

1.2. Employee Termination

1.2.1. The supervisor of the terminated employee is responsible for submitting a ? termination checklist? to remove all job-related rights and permissions from the employee's Liberty Username.

1.2.2. If the employee retires from the university, the Liberty Username is available indefinitely (as long as the account remains active) and is subject to maintenance policy and procedures. Retired employee accounts are subject to deactivation if the employee is

found to be in violation of the principles and beliefs of Liberty University.

1.2.3. If the employee willfully ends the employment, the Liberty Username is still available for a designated period of time and for limited uses. Once that period expires, the Liberty Username will be disabled unless the employee is a student or university alumnus.

1.2.4. If the employee is involuntarily terminated, the Liberty Username is disabled and personal files will be backed up by Information Services. If the employee is also a Liberty University student, the employee may also lose student access at the discretion of Human Resources.

Liberty Username: This is the user account name that is assigned to anyone who needs access to Liberty University computing resources. In the past this may have been referred to as a ?Sensenet account?, ?user account? or ?Active Directory account?. All Liberty Usernames are property of Liberty University and as such Liberty University retains exclusive rights to the creation, assignment, revocation and usage of all Liberty Usernames.

Temporary Username: This is a user account name that is assigned to anyone who needs access to Liberty University computing resources for a specific contracted time (i.e. vendors, consultants, auditors, contractors, etc.).?

Guest Username: This is a user account name that is assigned to guests on our campus who need limited access to Liberty University computing resources for an extremely limited time (i.e. conference attendees, summer camp attendees, etc.). These account names may be recycled and assigned to other guests.

1.3. Employee Department Transfer

1.3.1. The current supervisor of the employee is responsible for submitting a ?termination

checklist? to remove the old position?s job-related rights and permissions.

1.3.2. The prospective supervisor of the employee is to submit a ?new employee checklist? requesting rights and permissions for the new position.

1.3.3. E-mail and active student permissions (Blackboard/ASIST) will be the only accessible services available during the transfer of permissions.

1.4. Students ? Residential, Commuter and Liberty Online students

1.4.1. Students should receive a valid unique Liberty University ID number included in the acceptance package.

1.4.2. After the Liberty University ID number is granted, the student is to visit the Liberty Homepage at www.liberty.edu and claim their Liberty Username. The process requires a valid Social Security Number and zip code.

1.4.2.1. International students will need the contact phone number listed in our records

system.

1.4.3. Once a student?s Liberty Username is claimed, the account will be valid indefinitely, unless:

1.4.3.1. The student is administratively withdrawn

1.4.3.2. The student requests that their Liberty Username be deactivated upon leaving

the University

1.4.3.3. The student?s account needs to be deactivated for disciplinary reasons.

1.4.4. All student Liberty Usernames will be subject to maintenance policy and procedures as long as they remain active.

1.4.5. Liberty Usernames will NOT be changed.

1.4.5.1. An email alias can be provided under certain circumstances pending

authorization from IS Administration.

1.5. Alumni

1.5.1. University alumni will retain their Liberty Username with limited access indefinitely (as long as the accounts remain active) and are subject to maintenance policy and procedures. Network printing is available with advanced payments at the ILRC Desk in the DeMoss building. Alumni accounts may be subject to deactivation if the alumnus is found to be in violation of the principles and beliefs of Liberty University.

1.6. Family members, Guests, Visitors, Other Users

1.6.1. Family members of faculty or staff may obtain a separate Liberty Username with limited access and e-mail.

1.6.2. Family members of students may NOT obtain a separate Liberty Username unless the requestor is an employee of the university.

1.6.3. Guests and visitors may be granted a guest Liberty Username and therefore have limited access to University computing resources.

1.6.4. Vendors, consultants, auditors, contractors, etc. may be granted a temporary Liberty Username which will have job-specific access to University computing resources.

1.6.5. To inquire about guest, visitor, or other type of user access, contact the Computer Labs and Facilities Manager, found on the ILRC web site or the Liberty University HelpDesk.

2. Liberty Username guidelines:

2.1. All Liberty Usernames are property of Liberty University as and such Liberty University retains exclusive rights to the creation, assignment, revocation and usage of all Liberty Usernames.

2.2. Users may not request a specific Liberty Username. Information technology will correct inaccurate usernames in the event of data entry error during the creation of the username.

2.3. Since Liberty Usernames are assigned automatically according to a computer algorithm, resulting usernames may on occasion contain inappropriate words. Users assigned such usernames should report them to the HelpDesk immediately.

2.4. Liberty Usernames and passwords are not to be shared.

2.5. Typing in an incorrect Liberty Username and /or password 5 times will lock out the Liberty Username for a period of 30 minutes.

2.6. Changes that may result in a possible email alias being established, due to marriage, adoption, or a legal name change are to be submitted through the IT Service Request system.

2.7. Users should alert the Help Desk if they suspect their Liberty Username and/or account has been misused.

Sanctions

Failure to comply with these standards may result in the permanent loss of access privileges to all Liberty University computing resources.

Exceptions

None