

Colorado State University-Pueblo eAccount Policy

Colorado State University-Pueblo (CSU-Pueblo) issues an eAccount to each eligible person as the primary means of accessing University technology resources. University technology resources and eAccounts are State resources to be used for the business and learning activities of CSU-Pueblo. Each individual and organization with a CSU-Pueblo eAccount is responsible for the acceptable use of services and information accessed by that eAccount. Each individual requesting an eAccount will be required to sign and agree to the University's Acceptable Use Policy before access will be granted. As a layer of IT security, and to protect the availability of the University's computing resources, eAccount security is the responsibility of the individual owner.

The use of all technology resources is governed by various University policies, handbooks, and local, state, and federal laws.

Table 1 - eAccount Classification

Classification	Default Access	Naming Convention	Disable Rule	Delete Rule
Student	<ul style="list-style-type: none">EmailCampus Internet accessBlackboardNetwork storage (Individual)	ja.doe	365 days after the last semester the student was enrolled	410 days after the last semester the student was enrolled
Faculty Faculty Adjunct Grad. Assistants	<ul style="list-style-type: none">Email (Individual)Campus Internet accessNetwork storage (Individual)Blackboard (Instructor of record only)	john.doe	90 days after the end date of the employment contract	365 days after the end date of the employment contract
Staff	<ul style="list-style-type: none">Email (Individual)Campus Internet accessNetwork storage (Individual)	john.doe	30 days after the end date of the employment contract	75 days after the end date of the employment contract
Student Employee	<ul style="list-style-type: none">Campus Internet accessNetwork storage (Individual)	ja.doe.se	30 days after the end date of the employment contract	150 days after the end date of the employment contract

Note:

- DISABLED:** Access to the user's eAccount is suspended. All data associated with the eAccount remains on the network for a specified time.

- *DELETED*: eAccount and all associated data are permanently removed from the network.
- Student accounts are generated automatically upon registration. All other accounts are generated by request through the Computer Resource Application (CRA).
- Some source types may be assigned additional access to systems with authorization.
- Users (excluding students, student employee, and guests) may request a preferred eAccount username, but ITS reserves the right to deny any username not based on the authorized naming convention.

Discontinuance

Integrity of the University's technology resources is strengthened when only authorized users are allowed access. Information Technology Services must be notified by the appropriate authority when an employee leaves a department or separates from the University, otherwise accounts will be processed per the rules in Table 1.