

## BUSINESS POLICY LETTER

TO: All Members of the University Community

2005:02

DATE: September 2005

### Campus Computing Access and ID Creation

#### I. PURPOSE

This Policy pertains to the issuance of FSU employees' computing ID and the granting of access to FSU's computing resources. This policy will ensure an efficient process for assigning computing ID's and assist in maintaining the security of computing resources.

#### II. POLICY

##### Employee Assignment Action (EAA)

An EAA is a critical component of the computing ID and access processes below. An approved EAA must be received and approved through HR before any action may be taken regarding an employee's access to any FSU computing resource.

##### New or Re-hired Employees

**Account Set-up:** To request computing resources for a new or re-hired\* employee and to prepare a work order to get all the accounts created and have computer equipment set up, the hiring department must complete an *Account Set-up Form* available on the Technology Assistance Center (TAC) Web page.

**Assigning ID's:** Once an Employee Assignment Action (EAA) form (and hiring packet, if applicable) for a new or re-hired employee is received and approved in Human Resources (HR), employee information will be set up on HRS. The person ID is automatically generated by HRS, and the system then notifies the TAC the next day of the action. This notification is the TAC's authorization to process the set-up work order (requested above).

**Access:** A new or re-hired employee's will be granted access to these computing resources beginning on their first day of employment (as indicated on the EAA) and will receive their ID and password at New Employee Orientation (or when they begin employment).

**Exception to Access:** An exception to the accessing of computing resources may be granted if warranted. To request an exception, the hiring department must complete the *Request for Pre-Employment Access to Computing Resources* form (in addition to the *Account Set-up Form* above), also available on the TAC Web page. The appropriate Dean/Director will review the request and if approved, sign the form. Approved forms must be forwarded to HR along with the EAA (and hiring packet, if applicable). HR will then send authorization to the TAC to process the set-up work order and release the ID and password pre-employment.

##### Separated Employees

**Access:** A separated employee's access to FSU's computing resources will end on the employee's separation date (as indicated on the EAA)\*. Like the new hire ID creation process, a separation EAA received in HR will notify the TAC to end an employee's access.

\*Adjunct faculty who are re-hired in consecutive semesters (fall to winter, winter to fall, etc.) and other similar types of employees will not lose access at the end of each semester assignment and therefore, will not need *Account Set-up Forms* completed every semester.

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