

NON-STUDENT USERNAME CHANGE POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Technology & Information
Approval Date:	June 28, 2012
Effective Date:	July 1, 2012
Policy Owner:	Vice President, College Services and Chief Financial Officer
Policy Administrator:	Director, Educational & Information Technologies (E&IT)

Objective:	<p>The objective of this policy is to minimize the number of system and application username changes at NorQuest College (College) and to establish a process for username changes to College systems and applications. These will typically be initiated due to a life change (i.e. marriage, divorce) by a system or application user.</p> <p>Authority to establish this policy is derived from the NorQuest College Board of Governor's Policy No.5, which delegates authority to the President and CEO to establish policies and procedures for the College's management and operation.</p>
Policy:	<p>Changes are not permitted to a username which accesses College systems, network resources or applications, once an initial username has been granted. Exceptions to this will only be considered on the written approval of a user's Dean/Director/Senior Manager and the Director, E&IT.</p> <p>Changes to employee information and other employee identifiers, such as NorQuest email address (i.e. Sally.Smith@NorQuest.ca), will be fulfilled as required, if outside of the PeopleSoft system.</p> <p><u>Rationale</u> The College provides authorized individuals access to its computing systems via usernames and passwords. In order for the College to ensure that appropriate password strength requirements are in place, unification of Windows and PeopleSoft usernames is required. This unification puts constraints on usernames since they become tied to historical data and security settings within the Finance, Student and Human Resource systems. Where a username is changed, manual intervention to ensure accuracy of the data, the data linkages, and security settings is required. These manual actions result in potential for errors and require significant work effort to complete.</p>
Definitions:	<p>User: an employee or contractor that has approved access to a College system, network resource or application.</p> <p>Username: a string of characters used by a person to log into a computer or application; can also be known as a "login id". Example: "SSmith"</p>
Related Information:	N/A
Related Procedures:	<ul style="list-style-type: none"> • Non-Student Username Change Procedure
Next Review Date:	June 2015
Revision History:	<p>June 2012: New</p> <p>August 2013: update for document links and branding</p> <p>November 2014: update for document standards</p>