



POLICY & PROCEDURE DOCUMENT

NUMBER: 5.5033
UNIT: Information Technology Services
TITLE: IT Accounts and Access Credentials
DATE: April 15, 2013
REVISED: September 15, 2013; November 3, 2014; July 1, 2016
AUTHORIZED: AVP for Information Technology Services

I. Purpose and Scope

This policy discusses the issuance of IT accounts to University constituents and the acceptable use of such accounts.

II. Policy

Accounts and credentials are issued to University employees, students, and authorized affiliates for use accessing and utilizing information technology systems, services, applications, and information. Authorized University constituents (users) may retain and utilize such accounts as long as they remain in a status or relationship with the University that warrants access to relevant resources. Users are required to manage their accounts securely, maintain appropriate passwords, and protect their account credentials at all times. Any inappropriate use of technology accounts may result in immediate revocation of a user's account privileges and disabling of the account. Sharing any WKU provided or affiliated account credentials is expressly prohibited.

Violations

Any violation of this policy may lead to suspension of access to information technology resources, with the possibility of revocation of privileges, or other action as provided by disciplinary provisions applicable to faculty, staff, or students. Confirmed or suspected violations of local, state or federal laws will be turned over to the University General Counsel and/or the appropriate law enforcement agency.

III. Procedure

See <https://www.wku.edu/its/accounts>

IV. Related Policies

V. Reason for Revision

Revised to make minor changes to grammar, spelling, and diction as part of an annual review process.

This policy was last reviewed on May 1, 2020.