Subject: New User Account

Scope: Faculty, Staff, and Students that Utilize HIT Supported Devices and Network

Effective Date: 1/1/2005
Last Review/Revise Date: 12/10/2012
Responsible Department: Health Information Technology

Policy
Health Information Technology computer and network resources are to be accessed by authorized users only. All requests for information resources must be received two days prior to the date the account is needed.

It is the responsibility of the Account Requester to review and understand the MSU Acceptable Use Policy, Health Information Technology Acceptable Use Policy and Password Policy.

Purpose
The purpose of this policy is to establish a standard for the administration of computing accounts that facilitate access or changes to HIT and/or MSU institutional data.

Definitions
An account, at minimum consists of a user ID and a password; supplying account information will grant access to the authorized set of services and resources.

Process
1. The supervisor (or department) requests a network account for new/temporary employees by submitting a HIT User Request Account form (http://www.hit.msu.edu/forms.aspx).

2. Upon receipt of a request for a Network account, HIT will validate the request (if required) and create the account as described in the Account Request form. HIT staff will communicate directly with the requestor to verify/validate the request if needed.

3. For account termination, see policy HIT Notification of Terminated Users.