

POLICY

Harrisburg University of
Science and Technology

User Access Policy

Purpose and Background

At Harrisburg University (HU) of Science and Technology, credentialed accounts and ID numbers are campus-wide identifiers used to gain access to various electronic resources. The credentialed accounts and ID numbers provide each HU user with secure access and ensures proper authentication when used in accordance with this policy.

Audience

Anyone who is authorized to have a credentialed account at HU.

Definitions

Credentialed accounts – Credentialed accounts are used to gain authorized access to various electronic resources. Each credentialed account is password-linked to allow access to secure connections for encrypted web sessions and HU-restricted access-services.

Identification Numbers (ID numbers) – Identification numbers assigned to all people with a University relationship (Associates), as defined by an official HU department. Each ID number is unique to an individual at HU. The ID number is designed to be the primary record keeping key for all departments within the University.

Associates - HU staff, students, alumni, contractors, visiting scholars and others who require HU resources to work in conjunction with HU.

User – Any HU Associate, or other individual, including campus visitors, with access to University information technology systems or services.

Policy Statement

HU's User Access Policy focuses on these guiding principles:

1. HU provides users with unique credentials to gain authorized access to HU electronic resources. Nearly all HU systems and services are part of a 'single sign on' system, relying on credentials that are linked with ID numbers. HU provides users with unique identifiers.
2. Under no circumstances shall users provide their password or credentials to another user.
3. Users are prohibited from using use another's credentials or ID number to access electronic resources.
4. Access is terminated based upon the user type and association with HU.
 - a. Faculty and Staff access are de-activated upon separation from HU.
 - b. Students that graduate will have their accounts converted to alumni accounts and will retain access only to MyHU and HU alumni email.
 - c. International Students with specific SEVIS requirements and HU systems can find more information at <https://global.harrisburgu.edu/>.
 - d. Student credentials are active for a minimum of sixty or one-hundred and eighty days after official association with HU ends. Please see the following table defining departure reasons and length of access after departure.

Length of Access After Departure	Departure Reason
60 Days	<ul style="list-style-type: none"> • Transfer • Military or Foreign Service • Church Mission • Financial Burden • Personal • Never Began Matriculation • Academic Dismissal • Unofficial Withdrawal • GR Student/Visa Transfer Out • E-account and/or Building Access Only • Withdrawal/Official/Administrative Withdrawal • Obtained H1-B (no intent to return) • G3 (Left for Job in field before completing) • Deported by USCIS
180 Days	<ul style="list-style-type: none"> • Left with No Verification • Graduated • Medical Leave • One Term Academic Suspension • Completed One or More Semesters (may return) • Obtained H1-B (may return) • HS Student, did not return • Deferred

- e. Credentials remain active based upon a review of all association types. Users with multiple association types, past or present, will continue to have access if any association type allows credential eligibility (For example, if an individual who is both staff and student leaves employment, their student affiliation may continue and allow credentialed access). Notwithstanding the time frames set forth above, Associates may have their credentials and related access terminated at an earlier date based upon operational need.
- f. If there is an ongoing business need for a user to have authorization and access to University computing resources after the end of their current association (graduation, employment, or other existing association), Human Resources will be consulted for options.
- g. As a condition of access to HU services by the issuance of credentials and ID number, it is implied that all users agree to the Acceptable Use of Technology Policy.

Compliance

1. Failure to comply with this policy may put University information assets at risk and may have disciplinary consequences for employees, up to and including termination of employment.
2. Students who fail to adhere to this policy may be referred to HU's Office of Student Services.
3. Contractors, vendors, and others, such as Associates, who fail to adhere to this policy may face termination of their business relationships with HU.
4. Violation of this policy may also carry the risk of civil or criminal penalties.

Roles and Responsibilities

Users: All Users, regardless of type, must obtain and maintain the integrity of a single credentialed account. Users will ensure their access is consistent with all applicable laws and HU policies.

Office of Information Systems (OIS) Staff: OIS staff ensures that all systems comply with this policy regarding authentication and authorization, and that credentialed accounts are managed consistent with this policy.

Related Documents

[Technology Services - https://myhu.harrisburgu.edu/ICS/Technology/](https://myhu.harrisburgu.edu/ICS/Technology/)

[Technology Policies - https://myhu.harrisburgu.edu/ICS/Technology/Policy.jnz](https://myhu.harrisburgu.edu/ICS/Technology/Policy.jnz)

Contacts

Subject	Contact	Telephone	Online
Policy Questions	OIS	717.901.5177	https://myhu.harrisburgu.edu/ics/Technology/
Report a Violation	OIS	717.901.5177	helpdesk@harrisburgu.edu

Document History

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- Revision and Review Dates, Change notes, Title of Reviewer or Approver: