

# Alfaisal University

Policy Name: User Identification (ID) & Guest Accounts Management Policy

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Summary:

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## Table of Contents

1. Introduction.....	3
2. Purpose.....	3
3. Policy Scope .....	3
4. ID Management Policy .....	3
4.1. ID Policy Statements .....	3
4.2. Email and Login ID Naming Conventions .....	4
4.3. Guest ID.....	4
4.4. Guest ID Policy Statement .....	4
4.5. Display Name .....	4
5. Exemptions.....	5
6. Enforcement .....	5
7. Definitions.....	5

## 1. Introduction

User ID(s) are important aspect of computer security; they constitute the front line identification for user accounts.

## 2. Purpose

This document describes Alfaisal university policy regarding the login name (User ID) and Guest account(s). The policy establishes the guidelines to create environment with robust ID management practices. This includes assigning the user IDs and managing access through implementation for strong practice on selecting, using, protecting, changing, and communicating the ID(s).

## 3. Policy Scope

The scope of this policy covers all Alfaisal user(s) & Alfaisal Guest(s) account holders who have or are responsible for a computer account on any system that resides or related to Alfaisal.

## 4. ID Management Policy

All Alfaisal users with access to Alfaisal computer resources must have a unique user identification (user ID) assigned by the IT Services.

### 4.1. ID Policy Statements

- 4.1.1. All authorized users shall be assigned unique user identification for access to Alfaisal network resources and information systems.
- 4.1.2. User ID(s) must be used only by the assigned user.
- 4.1.3. Assigned user ID shall not be used as personal user identifications outside of Alfaisal network systems (e.g., non-Alfaisal websites, Internet, Yahoo, AOL, etc.).
- 4.1.4. In certain operational needs and circumstances, a unique ID may be assigned for a group of users or a specific job. However adequate approvals and management controls are required to maintain accountability.
- 4.1.5. Employee User ID(s) must only be issued after IT Services receives a properly authorized request from HR (which includes Employee ID, Full Name, Designation, Department,), indicating type of access desired.
- 4.1.6. Student User ID(s) must only be issued after IT Services receives a properly authorized request from Student Affairs (which includes Student ID, Full Name and the college to which he/she belongs).
- 4.1.7. User ID must be immediately disabled when the user employment is terminated or the user transfers to a position where access is no longer required or the user is on extended leave where access is no longer required. This is done with written notification from HR or the user's immediate supervisor or manager.
- 4.1.8. User(s) ID must be updated within a month after a user(s) legal name changes. The user must notify the HR when legal name change is to go into effect.
- 4.1.9. Account will be locked for 1 hour after 6 bad attempts (wrong passwords).



## 4.2. Email and Login ID Naming Conventions

User IDs are created based on the standard Alfaisal format i.e. the first character of the user(s) first name, followed by the surname across all platforms to ensure uniformity. Duplicate user IDs are resolved by using additional letters of the user(s) first or middle name. Any User ID created prior to the effective date of this policy does not need to adhere to the standard format.

**Alias:** to uniquely identify a user within Alfaisal, e.g. itservices

**Domain name:** to uniquely identify an organization on the internet, e.g. Alfaisal.edu

## 4.3. Guest ID

### What is a Guest Account?

An Alfaisal Guest Account is a temporary short-term login ID access account which can be issued to the Adjunct and contractors

## 4.4. Guest ID Policy Statement

- A. All guest accounts shall be coordinated through a sponsor. The sponsor must:
- Adhere HR approval
  - Have some relationship with the guest.
  - Responsible for his/her act while using the university resources.
  - The guest themselves or temporary staff / faculty cannot sponsor a guest.
- B. Guest Account Categories:
- By default, the guest's accounts are grouped in special group with access to Alfaisal email and internet only. Additional access can be granted on official request from the HR with justification and due authorization.
  - Categories of sponsored guests can be:
    1. Visiting members of BoT, adjunct faculties, temporary staff, or researchers.
    2. Approved vendors, consultants and contractors on specific projects or invited to demonstrate a product. However, vendors already on campus are not automatically eligible for guest account.
    3. Delegates presenting for Alfaisal' s sponsored conference (audience are not eligible).

## 4.5. Display Name

The display name is the name used to identify the owner of an email address and usually comprises of the first and last names. The display name appears in email address lists and in the "From", "To", "CC", or "BCC" fields of an email message.

When a user sends an internal message, the display name appears instead of the email address. If the email message is sent outside Alfaisal, the display name appears before the email address.

## 5. Exemptions

Exception to or exemptions deviating from any provision of this policy must be approved by the VP for Finance & Administration. Similarly, any questions about the contents of this policy, or the applicability of this policy to a particular situation should be referred to the IT Director.

## 6. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action as per the University code of conduct.

## 7. Definitions

<b>Alfaisal User</b>	Any computer user with user identification name that have access to Alfaisal(s) computer facilities in or off campus. This covers permanent and temporary Faculties, Staff, Visitors, Guests, Contractors, Vendors, or any Third parties.
<b>Information System</b>	Academic and Administrative applications at Alfaisal (e.g., Moodle, SharePoint, Blackbaud, ERP etc.).
<b>User Identification Name (ID)</b>	A unique name used to identify a user to access computer resources. It can be any sequence of characters.