PURDUE CAREER ACCOUNT LIFECYCLE

Issued February 10, 2012 from the Identity and Access Management Office. Questions about this
document can be addressed to iamo@purdue.edu.

I. Introduction:

Purdue University computer accounts are collectively referred to as a “Career Account.” Authorization
for the creation, maintenance, control, and use of Purdue University Career Accounts is the
responsibility of the Identity and Access Management Office. The Identity and Access Management
Office has the authority to limit, restrict, or terminate any Career Account.

Purdue University does not maintain Career Accounts for faculty and staff that are no longer employed,
or for students who have graduated or who are not taking courses in a given semester. Career Account
access for someone no longer affiliated with the university will be deactivated.

II. Student Career Account Lifecycle

Career Account Activated: Students receive their Purdue Career Account upon offer of admission to the
University. The initial provisioning of the Purdue Career Account includes a limited number of services,
such as access to the student’s University email account. Additional services are provisioned upon
admission and upon registration prior to the start of a given semester.

New students receive instructions on activating their Purdue Career Account in their acceptance
information. For undergraduate students, this information is sent via US mail. For graduate students, the
information is sent through ApplyYourself.com.

Note that regional campus students maintain their own method of account activation.

Career Account Change: A Career Account login will only be changed if the student’s name has legally
changed such as a marriage or divorce, if the login is not currently related to the person’s name, or if the
login is deemed offensive.

Career Account Maintained: Accounts for continuing students remain active during the intervening
summers.

Career Account Deactivated: Students no longer registered and taking courses in a given semester will
lose access to various on-campus services. Students will lose access to all services once they are no
longer considered current. Students are normally considered current until three (3) semesters after
leaving Purdue.
The removal process takes place twice a year during spring and October breaks. Accounts for December graduates are deactivated after the following Spring Break, and accounts for May and August graduates are deactivated after the following October Break.

III. Faculty and Staff Career Account Lifecycle

Career Account Activated: Upon Human Resources processing the Personnel Action form into the OnePurdue SAP system.

New employees will receive information about activating their Purdue Career Account shortly after employment with the University.

Career Account Maintained: Accounts for employees remain active during the term of employment.

Career Account Change: A Career Account login will only be changed if a person’s name has been legally changed such as a marriage or divorce, if the login is not currently related to the person’s name, or if the login is deemed offensive.

Career Account Deactivated: Some services tied to the Purdue Career Account are removed immediately upon an employee’s separation from the University. Purdue Career Accounts are deactivated 60 days from the employee separation date. Note that processes are in place to process an immediate deactivation if circumstances warrant.

Note that Official Retirees are eligible to continue their Purdue email service.

IV. Affiliate and Guest Career Account Lifecycle

Career Account Activated: Based upon a business need, a department may request Career Account access for an individual using either the Request for Privileges service or the Purdue Guest Account service.

Affiliates and guests will receive information about activating their Purdue Career Account from the sponsoring department.

Career Account Maintained: Accounts for affiliates and guests are assigned an expiration date after which the account is terminated. Sponsoring departments may choose to renew affiliate accounts during the audit period.

Career Account Change: A Career Account login for an affiliate will only be changed if a person’s name has been legally changed such as a marriage or divorce, if the login is not currently related to the person’s name, or if the login is deemed offensive. A Career Account login for guests will not be changed.

Career Account Deactivated: Affiliate and guest account access is removed after the assigned expiration date. However, departments may choose to renew affiliate accounts during the audit period.
V. Additional Career Account Access

Some Career Account access is managed at a departmental unit level, and those units set their own activation and deactivation process.

VI. Related References

Authentication and Authorization policy (VII.B.1), available at:
http://www.purdue.edu/policies/information-technology/viib1.html

University IT Policies are available at:
http://www.purdue.edu/policies/information-technology.html