



*Last Revised: Monday, April 30, 2012*

### Introduction

Computer accounts typically go through a life cycle in which they are created or born or activated, are used with various services, and once the person becomes ineligible, begin to die, possibly entering a grace period after which they are disabled and then deleted.

This is a brief description of the life cycle of certain UTS-managed accounts in these systems:

- Enterprise Authentication (EUV-LDAP)
- University Active Directory (EMORYUNIV also known as EUV-AD)
- Enterprise Active Directory (ENT-AD)
- Enterprise Email (ENT-EXCH)

Many other services check NetId and password against Enterprise Authentication or University AD. As a result, disabling or removing the EUV-LDAP or EUV-AD account has the effect of disabling or removing access to the service. For example, login to Network Account (ENID) and Enterprise Email (Exchange) require a valid EUV-AD account, whereas login to Blackboard, Learnlink, and PeopleSoft/HR require a valid EUV-LDAP account.

### Sponsored Accounts

1. Sponsored accounts are created at the request of a current Emory faculty or staff member. A sponsored account has an expiration date (more info at [https://emory.service-now.com/kb\\_view.do?sysparm\\_article=KB00188](https://emory.service-now.com/kb_view.do?sysparm_article=KB00188)).
2. On the 1st & 15th of each month, an automated notice is sent to the sponsors and account holders of all accounts that will expire that month or that expired more than one month ago.
3. The previous month is excluded because those accounts have been disabled and will be deleted in the current month.
4. On the 1st & 15th of each month, an automated notice is also sent to any sponsored account for which the sponsor is no longer eligible to act as a sponsor.
5. No sooner than the 1st of the next month, the accounts are disabled. (For example, accounts which expired on January 1<sup>st</sup> will be disabled no sooner than February 1<sup>st</sup>.)
6. No sooner than the 15th of the next month, the accounts are deleted. (For example, accounts which expired on January 1<sup>st</sup> will be deleted no sooner than February 15th.)

### Staff

1. Hired: Becomes eligible at the start date entered by Human Resources. May be on-boarded.
2. Terminates: Becomes ineligible at end date entered by Human Resources. Retirees normally remain eligible and are allowed to maintain an account.
3. 28-34 days later: Receives warning. Warnings are automatically delivered weekly each Monday.
4. No sooner than 7 days later: accounts disabled
5. No sooner than 7 days later: accounts deleted

Note: The time delay is to prevent disabling accounts of staff who are transferring departments or who are re-employed by a different unit.



### Faculty

1. Usually becomes eligible via on-boarding as a pre-start as soon as hiring is imminent, even if paperwork is not complete, to get access as quickly as possible.
2. Hired: Becomes eligible as faculty at the start date entered by Human Resources.
3. Terminated: Becomes ineligible on end date entered by Human Resources. Retirees normally remain eligible and are allowed to maintain an account.
4. Next bulk delete (Spring/Fall), receives warning letter. (see below)
5. On or about 30 days after warning letter, account is disabled.
6. On or about 30 days after disable, account is deleted.

### Students

1. Accepted for enrollment: Declared eligible as soon as student is accepted (before being enrolled).
2. Graduates/leaves school: Students become ineligible at date of record of the next semester after they graduate (for example, May grads are eligible until Fall date of record – around September 15).
3. At next bulk delete, those who are ineligible receive a warning letter. (see below)
4. On or about 30 days after warning letter, account is disabled.
5. On or about 30 days after disable, account is deleted.

Note: The bulk deletes are run after date of record to include the previous semester's graduates. Fall delete is run after Fall date of record to include May graduates; Spring delete is run after Spring date of record to include December graduates.

### Faculty and Student Bulk Deletes

1. Every Spring & Fall, a listing of individuals who are no longer eligible (based on criteria ultimately set and transmitted by the Registrar and the schools) is generated, and an email warning is sent to those individuals.
2. On or about 30 days after that warning, the accounts are disabled.
3. On or about 30 days after being disabled, the accounts are deleted.
4. There is roughly 60 days of time between when the warning is sent and accounts are removed.

Note: The Spring process generally does not include folks who graduated in May. Criteria set by the registrar/schools keeps May graduates eligible for login until the following Fall.