



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 5.5033

UNIT: Information Technology Services

TITLE: IT Accounts and Access Credentials

DATE: April 15, 2013

REVISED: September 15, 2013; November 3, 2014; July 1, 2016; April 20, 2023

AUTHORIZED: AVP for Information Technology Services

### **I. Purpose and Scope**

This policy discusses the issuance of IT accounts to University constituents and the acceptable use of such accounts.

### **II. Policy**

Accounts and credentials are issued to University employees, students, and authorized affiliates for use accessing and utilizing information technology systems, services, applications, and information. Authorized University constituents (users) may retain and utilize such accounts as long as they remain in a status or relationship with the University that warrants access to relevant resources. Users are required to manage their accounts securely, maintain appropriate passwords, and protect their account credentials at all times. Any inappropriate use of technology accounts may result in immediate revocation of a user's account privileges and disabling of the account. Sharing any WKU provided or affiliated account credentials is expressly prohibited.

#### **Violations**

Any violation of this policy may lead to suspension of access to information technology resources, with the possibility of revocation of privileges, or other action as provided by disciplinary provisions applicable to faculty, staff, or students. Confirmed or suspected violations of local, state or federal laws will be turned over to the University General Counsel and/or the appropriate law enforcement agency.

### **III. Procedure**

See <https://www.wku.edu/its/accounts>

### **IV. Related Policies**

## **V. Reason for Revision**

07-01-2016 - Revised to make minor changes to grammar, spelling, and diction as part of an annual review process.

04-20-23 – Revised with no changes per WKU Policy 0.0004