1. **Purpose of Process**
   1.1. To quickly and efficiently create an account for all new employees as soon as the need for the account exists.
   1.2. To protect university data by granting employees the appropriate access necessary to complete job requirements; and revoking access when the employee’s status with the university changes.

2. **Audience**
   2.1. All Deans, Directors, Chairs, Department Heads, Supervisors and Employees need to know this process.
   2.2. This process affects all IPFW employees (paid or non-paid), including faculty, staff and student employees.

3. **Definitions**
   3.1. Affiliation – A specific relationship to the university such as student, staff, faculty, retiree, etc.
   3.2. Privilege – Access to IT resources based on an affiliation with the university. This includes but is not limited to: university resources such as Banner and SAP; departmental resources such as O drives and web space; and base resources such as a computer account, email and personal on-line storage space.

4. **Account Creation Process**
   4.1. The employee affiliation is established when an individual is entered into Purdue’s Human Resources system. To do this, appropriate paperwork (Personnel Action Form and supporting documents) must be filled out by the employee’s supervisor, business manager or other authorized personnel and turned into IPFW’s Human Resources department.
   4.2. Because the business need for a computer account may exist before paperwork is entered into Purdue West Lafayette’s official Human Resources system, an early application process exists.
      4.2.1. The employee’s supervisor, business manager or other authorized individual may request an account by filling out the IT Services Employee Account Creation form as soon as the business need for an account exists.
      4.2.2. The account requester becomes the sponsor of the account until the employee is entered into the Human Resources system, at which point the employee affiliation is officially established.
4.2.3. If the individual is not entered into the Human Resources system within 30 days after the originally intended start date, the sponsored affiliation is lost and the account will be processed according to the Account Removal Process.

4.3. Once the affiliation is established, IT Services will create a computer account for the individual. Base privileges will be assigned initially and additional privileges can be added at the hiring department’s request.

4.4. IT Services will distribute the account username and password to the individual.

5. **Account Removal Process**

5.1. Supervisors, business managers or other authorized personnel will fill out a Personnel Action form and other supporting documentation when an employee’s status changes.

5.2. Human Resources will regularly notify IT Services of changes in employee status.

5.3. IT Services will remove privileges related to the status change.

5.4. If the individual no longer has an affiliation with the university, IT Services will delete the account. If the individual is a Limited Term Lecturer, there is a 13-month grace period before the account is deleted.

5.5. Only the Director of Human Resources; Employee Relations Administrators; the campus Chief of Police; Chancellor; or Vice Chancellors can authorize the account deletion process be expedited or delayed. Requests to expedite or delay the process should be directed to these individuals.

6. **Related Information**

6.1. Purdue University’s Authentication and Authorization policy: [http://purdue.edu/policies/information-technology/viib1.html](http://purdue.edu/policies/information-technology/viib1.html)


6.3. IT Services Employee Account Creation Form [http://ipfw.edu/offices/its/forms/new-employee-account-form.html](http://ipfw.edu/offices/its/forms/new-employee-account-form.html)


7. **Contacts**

7.1. Human Resources – Policy Clarification

7.2. IT Services Coordinator of Systems Access Support – Process Clarification