1. **Purpose of Process**
   1.1. To quickly and efficiently convert accounts for all Official Retirees and Emeritus Faculty (retirees) as soon as they retire.
   1.2. To protect university data by granting retirees the appropriate access; and revoking access when the retiree’s status with the university changes.

2. **Audience**
   2.1. All Deans, Directors, Chairs, Department Heads, Supervisors, Employees, and Retirees need to know this process.
   2.2. This process affects all IPFW retirees and emeritus.

3. **Definitions**
   3.1. Affiliation – A specific relationship to the university such as student, staff, faculty, employee, 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 Conversion Process**
   4.1. The retiree affiliation is established when an employee retires.
   4.2. Once the retirement date is reached, IT Services will update the computer account for the individual. University and departmental resources will be removed from the account, leaving access to base resources.

5. **Account Removal Process**
   5.1. If a retiree determines they no longer need their account, they may contact the IT Services Help Desk, asking the account be deleted.

6. **Related Information**
   6.1. Purdue University’s Authentication and Authorization policy: [http://www.purdue.edu/policies/information-technology/viib1.html](http://www.purdue.edu/policies/information-technology/viib1.html)
   1.1. IT Services Emeritus/Retiree Account form: [http://ipfw.edu/offices/its/forms/retiree-emeritus-form.html](http://ipfw.edu/offices/its/forms/retiree-emeritus-form.html)
   6.2. Ethical Guidelines for IPFW Information Technology Users
       [http://ipfw.edu/offices/its/policies/ethical-guidelines/](http://ipfw.edu/offices/its/policies/ethical-guidelines/)
7. Contacts

7.1. Human Resources – Policy Clarification
7.2. IT Services Coordinator of Systems Access Support – Process Clarification