POLICY: ERP DOMAIN USERS POLICY

Type of Policy: Network Access
Effective Date: March 24, 2010
Last Revised: February 8, 2019

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1.0 Policy

Each person or business affiliated with the University of The Virgin Islands is issued a UVI Identifier in the Enterprise Resource Planning (ERP) database, Banner. Depending on the user role, the creation of the account in Banner leads to creation of a domain account for network access. The following lists the methods by which these accounts are created and maintained.

2.0 The SIS/ERP

2.1 Students

Student accounts are created by the Access and Enrollment Services (ACES) unit of the University in the admissions or registration process. ACES is the owner of student records in the Banner database. This ownership involves updates to a student's record. Students interact with ACES for all issues related to their account.

2.2 Faculty/Staff

Faculty/Staff accounts are created by the Human Resources (HR) unit of the University in the hiring process. HR is the owner of the employee record in the Banner database. This ownership involves updates to an employee's record. Employees interact with Human Resources for all issues related to their account.

2.3 Vendors

Vendor accounts are created by the Accounting unit of the University in the generation of requisitions or purchase orders. Accounting is the owner of the vendor record in the Banner database.

The Enterprise Data and User Services (EDUS) unit of Information Services and Instutitional Assessment (IS & IA) owns and manages the Banner database. EDUS ensures the server hardware and software for the stability of the database. This unit works closely with the functional department heads and users on the student, employee, and vendor modules. Requests for access to specific modules of the database are made through the functional department head, who then forwards the request to EDUS for fulfillment.

3.0 The Domain

UVI uses Microsoft's Forefront Identity Manager and Active Directory (AD) for creation and maintenance of user accounts in the UVI domain. Accounts in the domain allow persons to access technology resources, including the UVI wired and wireless networks, lab computers and network storage space.

The Enterprise Network Services (ENS) unit of ITS owns and manages the UVI network. ENS ensures network stability and introduces innovations to ensure continued growth of the network to sustain the evolving needs of the University. ENS is essential to the success of the University's technology goals.

4.0 Creation of Domain Accounts

Domain accounts are created only from the ERP database. Once a user is entered in Banner by the appropriate functional unit, an identity management process takes over. Data is pulled from Banner to Forefront Identity Manager, which manages the creation of accounts in AD, the portal and other resources. Requests for creation of domain accounts will **not** be accepted through any other means but that mentioned above. Email accounts are simultaneously created during the domain account creation process.

5.0 Intra-University Transfer of Employees

Employees periodically transfer from one UVI department to another. When this occurs, functional department heads must be informed. Functional department heads will request through the ITS helpdesk for EDUS to alter the employee's access/record, properly equating Banner access with positions.

6.0 Removal of Accounts

Network accounts are deactivated once the employee's job is terminated. Once a job has reached its end date in Banner, the account is locked in the network. Banner accounts remain outside of this system. Human Resources instead alerts EDUS through the ITS helpdesk of the separation of an employee to ensure the Banner account is locked. In addition, departing employee separation clearance forms are sent through all relevant departments. When those are presented to ITS, EDUS is informed to terminate the employee account.

Employee Banner accounts are also removed through the monthly list of terminations sent to EDUS from HR. This includes the list of persons terminated in the previous month. In addition, quarterly EDUS reports to module managers provide a review mechanism, as all account holders and their access are listed there. Module managers review this list and inform EDUS if changes are needed.

7.0 Change of Usernames

A change of username is permissible once a legal name change has been made. Proof of any such change must be made in the official University person record (Human Resources for employees, Student Services (Registrar's Office) for students, or both if the individual has both statuses). Once the name has been changed in the University record by Student Services and/or Human Resources, the request will be accepted and processed by ITS. The change will require a new network login and email address creation. Data/files saved on the old login and emails on the old account may be lost. ITS will make every attempt to ensure the loss is kept to a minimum.