ONID

- When an ONID account is **deactivated**, the user is not able to use the account, but any email forwarding will continue to work. When an account is **removed**, all files and email are deleted and email sent to the ONID address will bounce.

- Students accounts are:
  - Deactivated one term after they were last a registered student
  - Removed two terms after they were last a registered student
  - Exception: Accounts remain active for 1 year after you graduate

- Employee accounts are:
  - Deactivated two months after their employee status is “terminated”
  - Removed one term after the account is deactivated

Community Network

- Typically once an employee leaves the University we forward their e-mail for two weeks. After two weeks we contact the department to let them know the forward is going away. If they ask for a longer time frame, we usually honor it.
- If there is no request to forward the e-mail and it is a delete request, the account is disabled for two weeks and then is deleted after that.
- If there is a request for an archive of the email, the account is disabled for two weeks, the mail is exported, the archive is verified, and then the account is deleted. The archive is then delivered to the department by their method of choice; network share or CD.

COB

- Accounts belonging to faculty/staff that leave the college remain active for 30 days. This allows time for finishing up any remaining tasks.
- Accounts can be extended by the COB-IS helpdesk after coordination between Director of Operations and the Associate Dean of Faculty for instructional faculty, or the individual's supervisor for professional faculty or classified staff. Requests for account extensions should be associated with plans for an ongoing relationship with the college (e.g., approved for affiliate or courtesy faculty appointment to conduct research).

COE

- The accounts of all users are terminated once they are no longer employed, enrolled, or in a faculty approved affiliation with the College. An account may also be terminated if it is determined that it is being abused by the user.
- COE does **not** provide lifetime email accounts or aliases.
- If an undergrad does not register for a class in ENGR and is not listed as a CoE major in BANNER, the existing account is slated for removal. An email warning is sent midway through the unregistered term; when the student does not register a second term, the account is removed after the OSU registration window is over (i.e., a one term grace period). Exceptions for special circumstances require faculty notification.
Graduate student accounts are similar, except that it is more likely for faculty to request extensions. In this case, a three-term extension is allowed, with termination occurring during the fourth term without registration.

Employee accounts continue until the individual’s employment status is “terminated.” At that point, the “grace term” begins and the procedure is similar to that used for students.

College affiliate accounts are reviewed annually and must be explicitly renewed by a faculty member, who confirms that the individual is engaged in active collaboration that requires access to College computing facilities. Any user who is not explicitly renewed, then becomes subject to the normal termination procedures.

Deleted account files are available online for a short time after accounts are deleted (typically 4-6 weeks); they are also backed up to DVD for longer availability-on-demand.

**COF**

- The procedure tends to be regulated by the fact that someone is going to get a bill for every account. As long as someone is willing to pay the bill, there's probably legitimate reason for the person to have an account even if their status may have changed since the account was originally created.
- A “Close Account” form is required before a user leaves COF. The item most clearly communicated to the user is that all files will be deleted, immediately after departure. The user has to sign off on that, but so does their supervisor since it is most often the supervisor who realizes they need something years later.

**COS**

- COSINe must be notified of a user’s impending departure by the respective department office(s) prior to the departure date.
- In the event the departing employee's personal computer is configured as part of the science domain, it is the employee's responsibility to bring the machine to the COSINe Helpdesk so that it can be removed from the domain prior to departure.
- Unless notified to the contrary by the respective department, accounts of users leaving the College of Science are held open for a period of 6 months following the user's official departure date. This provides departed users with access to their Email account--or to forward Email delivered to their science account--and access to files stored on the COS file server. Beyond this period, the science.oregonstate.edu account is closed, and all Email and stored files purged.