



Office of Space Utilization & Analysis Policy & Procedure #1

TITLE: **CREATING & DELETING CLIENT ACCOUNTS FOR NETWORK ACCESS**

OBJECTIVE AND PURPOSE: To establish a standard procedure for creating & deleting client accounts on the University Architect & Vice President’s computer network and connections to other Florida Atlantic University Services.

RESPONSIBILITY **ACTION**

- REQUESTING DEPARTMENT**
- ◆ Contact the Network Administrator for the Office of Space Utilization & Analysis in writing to request creation or deletion of a client account.
 - ◆ CREATION:
 - a) For network access, provide written request five (5) working days prior to the employees start date. Include the employees full name, department name, building name, room number and employees start date.
 - b) Assure that appropriate power and data outlets exist in desired workstation site.
 - ◆ DELETION:
 - a) Inform the Network Administrator in writing five (5) working days prior to the employees last work date and request that client access to the network be revoked.
- NETWORK ADMINISTRATOR**
- ◆ CREATION:
 - a) Create client accounts for network access. Set access permissions to the appropriate department and shares. Verify account authentication.
 - ◆ DELETION:
 - a) Delete/disable client account on server.
- NETWORK ADMINISTRATOR/ COMPUTER SUPPORT**
- ◆ CREATION:
 - a) Create client account on workstation. Issue account information to client and explain network login procedure, drive connections, and available programs.
 - ◆ DELETION:
 - a) Delete/disable client account on workstation

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APPROVED:	Vice President	Associate V.P.	Director