
 <p>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</p>	<p align="center">BUSINESS POLICY AND PROCEDURE MANUAL</p>	Date Issued:	Revision Date:	Page: 1 of 2
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Subject: IDENTITY AND ACCESS MANAGEMENT				

GENERAL STATEMENT OF POLICY

Access to information technology and network systems owned, operated or leased by Southeast Missouri State University is given for the sole purpose of supporting the University's education, research, and regional service mission. Users of the University's information technology and network systems are responsible for using the systems in a manner consistent with this mission and in compliance with local, state, and federal laws, MORENET regulations, and all policies and procedures of the University.

1. Access to all digitized systems at Southeast Missouri State University shall be controlled using university approved login credentials (e.g., Southeast Key and password), and the violation of which shall be responded to by the egregiousness of the violation.
2. Credential (identity) maintenance for all enrolled or employed members of the Southeast Missouri State University community must be performed online or in person or any trustworthy mechanism and must not be made solely by telephone, email, or text messaging.
3. An automated process shall be used to disable or remove a student's system access credentials after graduation or a period of nonattendance.
4. Access credentials shall be disabled for repeated misuse.
5. Faculty and staff access shall be disabled or removed upon resignation or termination of employment.
6. Faculty, staff and students will continue to have access to specific personal information via the university portal services (e.g., tax information, grades) after they leave the university.
7. Retired faculty and staff shall continue to have access to university email services.
8. Only unique access credentials per user as approved by the university shall be used to access digitized resources which shall not be shared.
9. Character Passwords must have sustainable time complexity as determined by policy.
10. Character Passwords must be periodically changed as determined by policy.
11. Users must keep their passwords private and abide by all University information services policies.
12. The University shall use a network access control system to validate the identity and appropriateness of those connecting to the campus network.

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13. Access to systems and information shall be determined by the user's relationship with the university and the specific information classification. Reference: Business Policy 10-03: Information Technology, Information Security.

The Vice President for Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.