Subject: **Ellucian Security Access**

Revised:

Administered by: Administrative Services Manager

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1 – IT Policy

1.1 Access to the Ellucian Colleague system will be provided for a user when:

    a. an immediate supervisor, who is an existing employee of the University, requests access for the user,

    b. the request for access is entered into the Service Request System (SRS) and specific access levels are defined,

    c. the requested access levels are approved by the applicable module owners.

1.2 Access Approval

Application Access Levels can be approved by:

    a. in the case of the Financial Aid system, the Director or Assistant Director of Financial Aid;

    b. in the case of the Colleague Financials system, the Controller or Assistant Controller;

    c. in the case of the Student system, except Accounts Receivable and Cash Receipts, the Director or Assistant Director of Records and Operations;

    d. in the case of the Accounts Receivable and Cash Receipts systems, the Director of Student Accounts;

    e. in the case of the Residence Life system, the Director of University Housing;

    f. in the case Human Resources system, the Director or Assistant Director of Human Resources.

2 – Datatel Colleague Passwords

2.1 Password Format

    a. Passwords must be a minimum of 6 characters in length.

    b. New passwords are run through spell check to verify that they are not ordinary words that appear in common dictionaries. This reduces vulnerability to password cracking programs.

Unused accounts will automatically expire after 90 days. If the passwords for expired accounts are not changed, they will deactivate after 100 days. After 180 days, the accounts will be removed.

2.2   Password Aging

    a. The system will prompt users to change their passwords every 90 days.

    b. Users will be notified of their password expiration 7 days prior to the expiration date.

    c. A minimum of 7 days between password changes is enforced.

Please contact Information Technology at ext 8040, or open an online Service Request for assistance with locked Ellucian Colleague accounts.

3 - Authorizations and Approvals

Authorizations and approvals must be in writing and may be given by email or by annotating the associated service request.