

# Old Dominion University Computer Science Department Policies and Procedures

**Title: Account Creation**

**ID: CSA001**

**Revision: 2.0**

## **Purpose**

This procedure provides guidance on how accounts are created for the Computer Science Department.

## **Scope**

This procedure applies to all accounts created for the Computer Science Department.

## **Computer Science Accounts**

Computer Science accounts are created via our online account creation system located at <https://sysweb.cs.odu.edu/online>. Upon entering and submitting the information and agreeing to our Usage Agreement, the user will receive a confirmation email to a valid email account. When they confirm, their information will be processed and an account will be created for them within 24 hours.

## **Guest Accounts**

To create a guest account, the sponsoring faculty member will give the systems staff the necessary information for the account such as user data, permissions, and purpose of account. Once accepted by the CS Staff, the information will be entered into the system, and the guest will then have until 6:00 AM the next day to create the account online.

## **Default Permissions**

Each account created will only have write permissions to their home directory and read/execute permissions to public information and commands.

## **Definitions**

Usage Agreement - [https://sysweb.cs.odu.edu/online/ODUCS\\_IAA.pdf](https://sysweb.cs.odu.edu/online/ODUCS_IAA.pdf)

## **Revision History**

Work in progress.