

# Old Dominion University Computer Science Department Policies and Procedures

**Title: Account Archiving**

**ID: CSA002**

**Revision: 2.0**

## **Purpose**

This procedure provides guidance on how accounts are to be archived for the Computer Science Department.

## **Scope**

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

## **Archiving Steps**

The archiving process is started within ten days of the last add class date. The process includes three steps with two one-week intervals in between. Thus, the overall process takes three weeks from start to finish. The first step is to create a list of users who will be archived and then email them that their accounts are to be archived. The second step is to disable all accounts on the list. The third step is to archive and remove all the accounts on the list.

## **Student and Grad Accounts**

Every student and grad account is checked every semester to see if they have registered for a class for the current semester and the previous semester. If they have not met those two requirements, then their accounts will be flagged for archiving.

## **Guest Accounts**

Every guest account must be renewed at the beginning of each semester and an email will be sent out to each guest account asking for them to renew the account and accept our usage agreement. The guest will be asked to login to <https://sysweb.cs.odu.edu/guests/> using their windows credentials and. The sponsoring faculty member must send a request to the systems staff for the account to stay active. If not, the account will be archived. During this time, access permissions of the guest account will be reviewed. A list of all users who have accepted the User Agreement Statement will be kept inside a sqlite database file.

## **Research Accounts**

Research accounts are archived after the research project has come to completion and the account is no longer needed.

**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.