

**MICHIGAN STATE UNIVERSITY  
HEALTHTEAM  
POLICIES/PROCEDURES**

<b>SUBJECT: Network User Account</b>	<b>NO.</b>	<b>IS-5</b>
<b>SCOPE: MSU HealthTeam Faculty, Staff and Contract Supported Users</b>		<b>PAGE: 1 of 1</b>
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<b>EFFECTIVE DATE: 1/1/2005</b>		<b>REVIEW DATE: 1/2007</b>

**POLICY STATEMENT**

The purpose of this policy is to ensure that the HealthTeam information resources are accessed only by users who have an authorized purpose and need. Department heads/supervisors must use care in requesting network accounts. For permanent MSU employees, supervisors must specify those network resources for which users will be granted access. For a temporary or contract employee (those with a defined length of employment), care should be given to determining the specific network resources required. When it is imperative that temporary or contract personnel need these resources, the supervisor must determine a date when these services should be terminated. (This date can be extended if necessary.) Failure to identify an end date could lead to the improper use of MSU resources after they are officially terminated.

All requests for information resources must be received 2 days prior to the date the account is needed by submitting a network account request form. As stated in the Acceptable Use Policy, the HealthTeam network administration group is responsible for providing an appropriate level of security based on the information submitted on the network account request form.

Accounts will be disabled immediately following the termination of employee. It is the responsibility of the terminating department to notify Information Systems immediately following employee termination. Upon department approval, employees may have access to their personal drive and email for 30 days following termination. Information Systems Account Termination Form must be filled out by department supervisor.

It is the responsibility of the Account Requester to review and understand the MSU HealthTeam Information Systems Acceptable Use Policy, Password Policy, and Software Agreement.

**PROCEDURE**

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| <b>Supervisor/Department</b>                               | 1. Requests a network account for new/temporary employees by submitting a completed Network Request form ( <a href="http://www.hit.msu.edu">www.hit.msu.edu</a> ).   |
| <b>Health Information Technology Network Administrator</b> | 2. Upon receipt of a request for a Network account, validate the request (if required) and create the account as described in the Account Request form. If you are not absolutely sure what the parameters of the request include or if you have concerns regarding the request, communicate directly with the requestor to verify/validate the request. |
|  | 3. Upon receipt of the Employee termination form, disable the account until confirmation is received from the department that the account is to be deleted.  |

*Reviewed and recommended for approval by the Compliance Committee 1/6/2004.  
Reviewed and recommended for approval by the Operations Board 12/16/2004.  
Reviewed and approved by the Practice Executive Committee 1/10/2005.*