1. PURPOSE
The purpose of this procedure is to define the KU NetID account management and eligibility rules, which is used for accessing the Koç University Information Technology services.

2. SCOPE
This procedure covers all users to whom a KU NetID account is given.

3. REFERENCES
3.1. P21-BT-002 Acceptable Use Policy

4. RESPONSIBILITIES
4.1. The President is responsible for enforcement of this procedure.
4.2. Information Technology Directorate is responsible for preparing and updating this procedure, as well as implementation and coordination of the method.

5. DEFINITIONS
5.1. KU NetID
The account is used to access Koç University Information Technologies services (Network Access, VPN, Email etc.)

5.2. Department Manager
Highest ranking manager in the department which the account holder is affiliated with or sponsored by.

5.3. Sponsored Account
KU NetID account for which a sponsor is responsible for authorization, opening, closing and renewal of the account.

6. BASIC PRINCIPLES
6.1. Account holders must use their KU NetID account in accordance with the “P21-BT-002 Acceptable Use Policy”.
6.2. Account holders should not authorize anyone to use their KU NetID account for any reason. Account holder is responsible for all use of his/her KU NetID account.

6.3. Account holders must take all reasonable precautions, including password maintenance and file protection measures, to prevent the use of their KU NetID account for unauthorized access. Account holders must not share their password with others, and they should change their password regularly.

6.4. Account holder is responsible for any and all actions taken using a password belonging to a KU NetID account regardless of whether the account holder was the one performing those actions.

6.5. The request to open, close, renew, and authorize sponsored accounts can only be made by the account sponsor.

7. METHOD

7.1. Account Name Generation Principles

7.1.1. Account names belonging to individuals are derived by combining the first letter of the first name and the whole of the last name of the account holder.

7.1.2. In the case the derived account name belongs to another account holder the account name is derived by combining the first two letters of the first name and the last name and so on until a unique account name is obtained. As an alternative, the account name can be derived by combining the first name and the last name.

7.1.3. Last two digits of the registration year is appended to the student account names.

7.2. Account Type Identification

<table>
<thead>
<tr>
<th>STANDARD ACCOUNT</th>
<th>Account Type</th>
<th>Description</th>
<th>Account Length</th>
<th>Default Basic Services</th>
</tr>
</thead>
</table>
|                  | Administrative and Academic | Administrative and Academic Personnel, and Project Personnel on payroll | No restriction | - Email  
- Personal File Storage  
- Network Access  
- Common use Printers and Computers  
- VPN  
- Software Archive |
|                  | Student      | Undergrad, MS, and PhD students | No restriction | - Email  
- Network Access  
- Common use Printers and Computers  
- VPN  
- Software Archive |
<p>|                  | Alumni       | Koç University graduates | No restriction | - Email |</p>
<table>
<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
<th>Account Length</th>
<th>Default Basic Services</th>
</tr>
</thead>
</table>
| Guest        | For former Academic Personnel or people who are not affiliated with the University but perform University related work or represent the University (Example: Contractor, consultant, guest lecturer, guest researcher, TUBITAK scholar, distinguished research fellow) | Max 1 year (renewable) | • Email  
• Personal File Storage  
• Network Access  
• Common use Printers and Computers  
• VPN |
| Non-personal | For non-personal accounts such as Seminar, Club, Event, Administrative and Academic Department. These accounts are owned by one person only. | Max 1 year (renewable) | • Email  
• Personal File Storage  
• Network Access  
• Common use Printers and Computers  
• VPN |
| Visitor      | Temporary account for people who attend to special programs, conferences etc. | Max 3 months (renewable) | • Email  
• Network Access |
7.3. Administrative and Academic Accounts

7.3.1. Academic and Administrative accounts are opened upon HR request.

7.3.2. Academic and Administrative accounts whose account holder is no longer on payroll are closed upon HR request.

7.3.3. Academic accounts whose account is no longer on payroll can be converted to sponsored account. A designated sponsor should submit a request to IT for account conversion.

7.4. Student Accounts

7.4.1. Accounts of newly registered students are opened upon Registrar’s request. Information to open these account are retrieved from KUSIS.

7.4.2. Accounts of students who are dismissed are closed upon Registrar’s request. Information to close these accounts are retrieved from KUSIS.

7.5. Alumni Accounts

7.5.1. Accounts of graduating students are converted to Alumni account upon Registrar’s request.

7.5.2. Alumni accounts do not expire.

7.6. Sponsored Accounts

7.6.1. Only full-time academic or administrative staff on payroll can be an account sponsor. An account sponsor is assigned by the department manager. (Example: Faculty Academic/Administrative Coordinator)

7.6.2. Guest accounts for those individuals who will work in campus require HR record and approval.

7.6.3. Opening, closing, renewal, and authorization requests for Sponsored Accounts can only be submitted by the account sponsor.

7.6.4. Account Sponsor should submit the account purpose and the expiration date when making the open/renewal request. Maximum allowed account lengths for each renewal request is specified in the above table.

7.6.5. Expired accounts are automatically closed.

7.6.6. Account sponsor should submit a renewal request at least one week before the account expiration date.

7.6.7. Sponsored accounts should only be used for the purposes stated in the account open/renewal request.

7.6.8. Sponsored accounts can be allowed to not expire only upon President’s approval.

7.6.9. Sponsored accounts are automatically authorized to use the default basic services listed in the above table. Account sponsor is expected to list the default services that are not needed.
8. RECORDS AND ANNEXES

N/A

9. REVIEW

Information Technology Directorate is responsible for reviewing and updating this procedure. Amendments and updates are published with the approval of the President. Review is made every year in June.

10. SCHEDULE OF AMENDMENTS / DISTRIBUTION / APPROVALS

<table>
<thead>
<tr>
<th>Ammended Page</th>
<th>Date</th>
<th>Ammendment</th>
<th>Ammended By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>09.09.2016</td>
<td>New publication</td>
<td>Information Technology Directorate</td>
</tr>
</tbody>
</table>

Distribution (Relevant Units)
All Academic and Administrative Units

Conformity Approval (Information Technology Director):

Enforcement Approval (President):