Policy 5.5
Emory Network IDs (NetIDs)

Responsible Official: Enterprise CIO and Sr. Vice Provost for Library Services and Digital Scholarship
Administering Division/Department: LITS: Library & IT Services
Effective Date: March 14, 2007
Last Revision Date: August 22, 2019

Policy Sections:
I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

Overview

The Emory Network ID may be referred to as the NetID by the University. The Emory Network ID may be referred to as an EHC Login ID by Healthcare. For the purposes of this document, the Network ID will be referred to as the NetID.

The Emory Network ID (NetID) is a unique electronic identifier that, when combined with a password, permits secure access to Emory electronic resources and information. NetIDs are issued to members of the Emory community: students, faculty, staff, and sponsored accounts.

NetIDs and associated passwords are considered as the first line of defense in protecting Emory IT resources. This policy establishes requirements for usage of Emory NetIDs.

Applicability

This policy applies to all NetID provisioned by Emory University and Emory HealthCare.

Policy Details
Accountability

- Only the individual for whom the NetID is issued may use it. Use of a personal NetID by multiple users is strictly prohibited.
- Users should avoid using their Emory NetID and password for personal accounts and/or local accounts.
- NetIDs are never re-assigned.

NetID Creation

**University**

- NetIDs are autogenerated and are based on a person’s legal name.
- A NetID has a maximum length of 7 alphanumeric characters and must have a minimum of 2 characters.
- Net ID generation begins with the first initial and up to 6 characters of the last name.
- If not unique, the middle initial is used.
- If not unique, the middle initial is removed from the NetID string and a number is appended.
- Changes to an existing NetID will not be made without a compelling reason (e.g., incorrect last name used in the NetID or a NetID that spells an offensive word).

**Healthcare**

- NetIDs are autogenerated and are based on a random number generator. A NetID consists of a letter followed by 6 numbers.
- Changes to a NetID are not allowed.

Terminated Accounts

Whenever a staff or faculty member leaves Emory or has a change in position, it is the responsibility of the department manager to ensure Human Resources is notified in a timely manner.

**University**

- Terminated staff and faculty are granted a 28-31-day grace period before the de-provisioning process begins.
- Immediate termination of staff and faculty accounts will need the explicit approval of Employee Relations.
- Students who have graduated or left Emory are de-provisioned on a bi-annual basis in the fall and the spring.
- Immediate termination of student accounts will need the approval of the University Registrar.
- Sponsored accounts are de-provisioned when the sponsorship period ends.
- Sponsored accounts can be de-provisioned at any time by request from the sponsor.

**Healthcare**

- Terminated employee accounts are immediately disabled in the EHC Active Directory and the password is changed. Disabled EHC accounts are held in a disabled status in a separate OU for 30 days. After 30 days, the account is de-provisioned.
- Sponsored accounts are de-provisioned when the sponsorship period ends.
- Sponsored accounts can be de-provisioned at any time by request from the sponsor.

NetID Account Lockouts

- All reported NetID account lockouts should be investigated.
- Accounts should not be unlocked until sufficient investigation has revealed the nature of the lockout.
- If an account has been locked multiple times during a relatively short time frame, the account should remain locked until a full investigation has revealed the source of the lockout attempts.
In addition, every request for a network account password to be reset or for an account to be unlocked must be met by standard identity vetting procedures to verify the individual is authorized to use the NetID and/or account.

Password Aging and Complexity Requirements

- Must comply with the Enterprise Password Policy.

Definitions

Related Links

- Current Version of This Policy: [https://emory.ellucid.com/documents/view/17891](https://emory.ellucid.com/documents/view/17891)
- Change your Emory NetID Password: [http://it.emory.edu/password/](http://it.emory.edu/password/)
- Information Technology Conditions of Use: [https://emory.ellucid.com/documents/view/17569](https://emory.ellucid.com/documents/view/17569)
- NetID Account Lifecycle: [https://emory.service-now.com/kb_view.do?sysparm_article=KB03071](https://emory.service-now.com/kb_view.do?sysparm_article=KB03071)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarification of Policy</td>
<td>Sriram Chari</td>
<td>404-727-4527</td>
<td><a href="mailto:idmteam-l@listserv.cc.emory.edu">idmteam-l@listserv.cc.emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

- Version Published on: Aug 27, 2019
- Version Published on May 21, 2019 (Removed Notice section and Default System Account – Not relevant to policy)
- Version Published on May 21, 2019 (Removed Inactive Network accounts as this section reflects a non-existent process)
- Version Published on May 21, 2019 (Removed Shared network id’s and incorporated content into Accountability)
- Version Published on May 21, 2019 (Removed Remote users not relevant to Policy)
- Version Published on May 21, 2019 (Updated Inactive/Terminated Account section and Default Network ID’s section)
- Version Published on May 21, 2019 (Updated password aging and complexity to reflect current Emory Policy)
- Version Published on: Aug 08, 2013 (Changed password length and history depth into compliance)
- Version Published on: Aug 08, 2013 (Added link to change your password)
- Version Published on: Jan 18, 2011 (Updated to remove old organizational names (such as AAIT))