Student Organization E-mail Account Procedures

Adopted by CIS 2/3

1. Requests for email accounts for student organizations are made through the campus Student Activities office and sent by that office to the computer center using the standard 1002 computer services request form. The request must list the Faculty Advisor responsible for the account and the names of the students to whom the password will be given. The account will reside on the college's Student e-mail server.

2. Per the college's INFORMATION TECHNOLOGY POLICIES and GUIDELINES, the Faculty Advisor or Student Activities Representative registered on the account at creation is responsible for its use and maintenance.
    a. The account's username, password and server name are provided to the advisor or representative for distribution to authorized students.
    b. Changes of passwords should only be made by the advisor or representative.
        i. The password should be changed when a student with access (knows the password) leaves the group, or when it is no longer appropriate for a student with access to use the mailbox.
    c. In the event a password is forgotten, the registered advisor or representative will need to contact the computer center to have it reset.
    d. The advisor or representative is responsible for periodically monitoring the account to make sure it is being used as originally requested and has not been compromised (for example, being used for spamming.).

3. The e-mail is accessible through any web client that handles POP or IMAP.

4. Upon receipt of a report of account misuse, the Computer Center will shut the account down and notify the registered advisor or Student Activities representative. The advisor or representative will need to address the misuse prior to requesting that the Computer Center reactivate the account.