Network Services Account Request

**ASSIGNMENT**

Complete a Network Services Account Request to request an AIS User ID, a UNIX web account, or a Network ID. Instructions for each type of request are provided in this section.

**NETWORK ID**

A Network ID (NID) is a unique identifier that provides access to computing and network resources at WSU.

Information Technology Services (ITS) requests that WSU faculty, staff, and students use the following self-service website to create Network IDs and/or update Network ID passwords:

wsu.edu/nid/

The Network ID identifies the individual to University network services.

Assignment of a Network ID does not in itself provide access to University computer systems. A user must request specific authorization to access each system required.

**UNIX Account**

An individual or department may request that ITS establish a UNIX account for managing and updating web pages. UNIX account holders may include: currently-admitted students, active and appointed employees, and others approved by the University, i.e., qualified affiliates.

Accounts for staff, faculty, and departments must be approved by University officials holding expenditure authority for the supporting accounts (*BPPM* 70.02).

A UNIX account provides the user with access to and use of a centrally-managed UNIX computer. UNIX accounts are commonly used to manage and update web home pages.

**AIS USER ID**

An AIS User ID is an account assigned to an individual. The account allows the user to gain access to Administrative Information Systems (AIS).

Assignment of an AIS User ID does not in itself provide access to computer information systems. The employee must request specific authorization to access each AIS system. Access to Administrative Information Systems is granted on a need-to-know basis. (See *BPPM* 85.33 for access authorization procedures.)
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FORM INSTRUCTIONS
Complete a *Network Services Account Request* to obtain, change, or delete one or more accounts per individual.

Completing the Form
Most sections of the form are self-explanatory.

WSU ID Number
Completion of *WSU ID Number* is required before the request may be processed.

Affiliates
The University assigns WSU ID Numbers to qualified affiliates requesting Network IDs.

New Employees
A new employee is assigned a WSU ID Number when Human Resource Services processes the Personnel Action Form.

Changes

Network ID
For changes to a Network ID, see *Exception to Policy*.

UNIX
Enter the previously-assigned UNIX ID under *Requested User ID* if the request is to change an existing UNIX ID.

NOTE: When an employee transfers to another department, the UNIX ID is usually retained, however, the procedure number *must* be changed to reflect the new department.

AIS User ID
For changes to an AIS ID, see *Exception to Policy*.

NOTE: When an employee transfers to another department, the former department must notify ITS Desktop Support at 509-335-0516 to remove the employee’s access to all previously authorized AIS applications. The employee's new department submits a completed *Network Services Account Request form* and new access request forms for each AIS application required for the employee's new duties and responsibilities. (See *BPPM 85.33* for access authorization procedures.)

Terminations

Network ID
Network IDs are permanent and are *not* terminated.
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UNIX Enter the previously assigned User ID if the request is to terminate an existing ID. The employing department is responsible for terminating the User ID of any employee who terminates employment at WSU.

AIS User ID ITS automatically removes authorizations to all assigned AIS applications usually within 24 hours of the separation date.

Authorization Each request for an AIS User ID or a UNIX web account from a staff or faculty member must be signed in ink by a University employee holding expenditure authority for the supporting account.

Each request for an affiliate Network ID must be signed in ink by a University employee holding expenditure authority for the sponsoring department.

See BPPM 70.02 for an explanation of expenditure authority.

Exception to Policy (Network/AIS ID Changes) Network and AIS IDs are considered permanent and are changed under certain circumstances only; for example:

- Name changes.
- Poor initial selection of Network ID.
- Personal privacy issues.

To request changes to a Network ID or AIS ID, complete the applicable fields in the Exception to Policy section near the bottom of the form.

Network ID Enter the current Network ID under From in the Complete if changing Network ID line.

AIS ID Enter the current AIS ID under From in the Complete if changing AIS ID line.

Routing Send the completed and approved form to CougTech, mail code 1222.

Security Administrator ITS completes the requested action and notifies the requesting individual by interdepartmental mail, or by telephone if requested.
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SECURITY

The security of network and computer services is partially dependent upon the actions of individual users. Each individual user is responsible for the following:

• Safeguarding the User ID and password.

• Retaining the Network Services Account Request in a secure location.

• Not sharing the User ID with others. ITS assigns a User ID to an individual user.

• Immediately contacting the ITS Security Office if the confidentiality of a User ID is compromised; telephone 509-335-4357 or e-mail abuse@wsu.edu.

• Not including any password in automated or preprogrammed logon procedures. The user must manually enter the password to gain access to online services.