New York University
INFORMATION TECHNOLOGY SERVICES POLICY

Title: Policy on the Handling of Special Purpose NYU NetIDs
Effective Date: July 16, 2012
Supersedes: N/A
Issuing Authority: Associate Vice President, .edu Services
Responsible Official: Vice President for Information Technology and Chief Information Technology Officer for New York University-New York

Policy

Purpose of this Policy

This policy outlines the process and governing rules for request and approval of special-purpose NYU NetIDs. The NetID is the key identifier used for accessing a wide range of online University services, covering a spectrum of capabilities including access to University data of varying degrees of confidentiality. The security of NYU systems and data must be guarded by the judicious use of access accounts by members of the community. This policy outlines eligibility and terms of use governing special-purpose NetIDs.

Scope of this Policy

This policy applies to all members of the University community who are eligible to act as sponsors or approvers of special-purpose NYU NetIDs (see eligibility criteria below).

Policy Specifications

1. General Terms
2. Eligibility Criteria
3. Expiration and Notification
4. Standard Use Cases for Special Purpose NetIDs
5. Disallowed Use Cases for Special Purpose NetIDs
6. Alternatives to Special Purpose NetIDs

Related Policies
1. General Terms

Special-purpose NetIDs are assigned and managed in University identity management records in a way similar to individual NetIDs: a (faux) person record is created, assigned an appropriate affiliation type, and associated with a newly-assigned University ID and NetID. The requesting individual is identified as the sponsor of the NetID, and is responsible for activating the NetID by setting a password for it at the NYU Start Page.

Just as use of an individual NetID is accompanied by an acknowledged set of responsibilities for its owner, a special purpose NetID is accompanied by the same responsibilities for its sponsor, most notably the Policy on Responsible Use of NYU Computers and Data (see Related Policies, below). In general, all responsibilities associated with use of an individual NetID are also associated with use of a special-purpose NetID, and the sponsor is responsible for the uses to which the NetID is put. The restriction against shared use of the NetID (and its associated password) is relaxed in certain use cases for special-purpose NetIDs. Since, however, shared use of a NetID is inherently less secure than individual use, other sharing mechanisms where available are strongly preferred over assignment of a special-purpose NetID.

2. Eligibility Criteria

Full-time NYU faculty and staff are eligible to request, and act as sponsor for, a special-purpose NYU NetID. Upon departure from the University, any special-purpose NetIDs assigned to the individual will be de-activated (unless transferred to another eligible member of the community).

3. Expiration and Notification

When a special-purpose NetID is assigned, an end-date is is associated with it. Generally this end-date is one or more years in the future, although in some cases (for NetIDs to be used by a system and not an individual) an end-date is set very far into the future so as to prevent expiration of the NetID and resultant loss of system functionality.

When an end-date approaches, however, the sponsor of the NetID will be notified in advance that an extension procedure is necessary. A special-purpose NetID that is not so renewed will be deactivated and its password expired, along with any computer accounts that have been created under that NetID.

4. Standard Use Cases for Special Purpose NetIDs

Requests may be made for the following use cases. Special purpose NetIDs will be approved for these situations, and possibly for other very special situations, if no alternative mechanism will meet the identified need.

- System Integration Account

An application system requires a NetID-based account in order to function. Typical examples
include: an application that needs to log in to another application to perform a data integration function, or an application that needs to retrieve e-mail.

• **Shared Assistant Support Account**
  Support staff need access to a designated portion (but not all) of a supervisor’s e-mail account.

• **Wireless Network Access Account**
  A department wishes to configure computers for automatic access to the NYU-Roam wireless network which requires username/password authentication. Special-purpose NetIDs for this purpose are requested by ITS/Computing & Communications Services/Network Operations.

In these cases, after consultation to determine that viable alternatives are not available, the special purpose NetID request will be approved by the appropriate ITS service director in accordance with the core service functionality to be used by the NetID:

• **For e-mail purposes:**
  Director, Academic Technology Services, ITS/.edu Services
• **For NYU Web related purposes:**
  Executive Director, Web Services, ITS/.edu Services
• **For general system and data integration purposes:**
  Program Director, Identity and Database Services, ITS/.edu Services

**5. Disallowed Use Cases for Special Purpose NetIDs**

Special purpose NetIDs will not be approved for the following use cases that call for other approaches to information sharing.

• **Business Process Shared Account**
  A department or group desires an account to manage, or as part of, a University business process, for example intake and processing of e-mail to an administrative department from diverse sources.

In a case such as this, use of a scalable issue tracking system such as ServiceNow would be the type of tool recommended by NYU/ITS.

**6. Alternatives to Special Purpose NetIDs**

Upon request, ITS staff will consult with and advise departments on approaches and tools to meet their specific needs. Typical alternatives to be considered include:

• Gmail account delegation
• Google Groups
• Issue-tracking system, such as ServiceNow

Related Policies

Policy on Responsible Use of NYU Computers and Data

Understanding Your Obligations for the Responsible Use of NYU Computers & Data
http://www.nyu.edu/its/pubs/pdfs/responsible_use.pdf

Policy on Personal Identification Numbers
http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/policy-on-personal-identification-numbers.html