

EMAIL ACCOUNT POLICIES

Adrian College
Information Technology Services
(517) 264 - 4357
<http://adrian.edu/academics/information-technology-it/>



Non Alumni

Adrian College reserves the right to maintain and delete accounts that are deemed not to be a "true alumni." This means for those students who have a current status of **Dismissed, Not Re-Enrolled, Suspended, or Withdrawn** those accounts will be deleted within two years of their last active semester. Before deleting these accounts an email will be distributed a month prior to deletion with the following prompt.

As shown by your account, you are at a current status of "_____."

With this status you are no longer able to keep your AC Email. If this is not your current status, or plan on reapplying for the next upcoming semester, please let me know.

You will have until one month from the date of this email sent to clean out or forward any emails you'd like to keep, or respond to me with any questions you may have.

Alumni

OneLogin requires all Alumni accounts to be logged in at least once every twelve months. Failure to do so will result in the account becoming Suspended. If the account is then suspended for another twelve months it will automatically be deleted and the content would be unable to be recovered. If Alumni accounts log in at least once every 12 months, the account will remain active. Alumni accounts that remain active are setup indefinitely as a "Thank you" for graduating from Adrian College.

Former Faculty

Adrian College reserves the right to maintain and delete accounts that are not deemed as a current faculty account. This means for those faculty accounts that have a current status of **Terminated** or **Inactive Adjunct** those accounts will be deleted within two years of their last active pay stub, unless communicated to IT in writing from Human Resources that they are allowed to keep their account. Before deleting these accounts an email will be distributed a month prior to deletion with the following prompt.

As shown by your account, you are at a current status of "_____".

With this status you are no longer able to keep your AC Email. If this is not your current status, or plan on reapplying for the next upcoming semester, please let me know.

You will have until one month from the date of this email sent to clean out or forward any emails you'd like to keep, or respond to me with any questions you may have.

Former Staff

Adrian College reserves the right to maintain and delete accounts that consists of an immediate access removal upon termination with notification from Human Resources. This means for those terminated faculty members that the account will be deleted upon termination, unless communicated to IT in writing from Human Resources that they are allowed to keep their account the Staff account.

**** ALL DISPUTES SHOULD BE COMMUNICATED TO JENNA BLACKBURN AT JBLACKBURN@ADRIAN.EDU OR (517)264 - 3117****

THANK YOU,
IT SERVICES

This policy has been approved by the IT Director, Darin Seiler: *Darin Seiler*
This policy has been approved by Human Resources, Renee Burk:

Revised: May 14th, 2019