



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Responsible University Official:
Chief Information Officer
Responsible Office: Information
Systems and Services
Origination Date: Not Available

GW NetID: INDIVIDUAL ACCOUNTS POLICY

Policy Statement

A GW NetID account is required to obtain access to certain University systems, and is required for most eligible faculty, staff and students. Use of a NetID account reconfirms adherence to the [Code of Conduct for Users of Computing Systems and Services](#), as well as any other policies and laws governing access to and dissemination of data held by the University.

Reason for Policy/Purpose

This policy is necessary for promoting the security of the University’s computing and information systems and the data that reside on those systems, and for promoting efficient communication within the University community.

Who Needs to Know This Policy

Faculty, staff, students, alumni and University Affiliates

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Policy/Procedures

Access to University Systems

The NetID is the means of providing and controlling appropriate systems access and privileges for individuals having legitimate and verifiable affiliation with the University. A NetID account is required in order to access certain University systems such as Banner, Blackboard, the Enterprise Accounting System and GWMail. Use of the NetID constitutes consent to the University’s [Code of Conduct for Users of Computing Systems and Services](#), as well as other University policies and laws regarding the use, security and confidentiality of information held by the University.

Requirement for Faculty, Staff, Students and Alumni

The NetID also is a means of facilitating communication of academic, administrative and emergency information. Accordingly, faculty, staff and students eligible for a NetID must establish one and check regularly any e-mail sent to the associated e-mail account. Exceptions may be made for employees who do not have regular access to computing resources. Additionally, alumni who would like to participate in the GWMail for Alumni Service offering will need to keep their NetID current.

Obtaining and Maintaining a NetID Account

All faculty, students (for purposes of this Policy, “students” includes individuals enrolled as students and those who have accepted admission as students and subsequently do attend), staff and alumni may apply for a NetID without sponsorship. A University Affiliate (UA) who wishes to request a NetID requires sponsorship by a University vice president, dean or department head. If the UA is requesting an account as a “Friend of the University,” the sponsor must be a University vice president or dean. UAs are subject to the same usage, policy and legal requirements as faculty, staff, students and alumni.

Faculty, staff, students, alumni and UAs are eligible for only one NetID. Determination of membership in constituent categories is based on information in Banner. Individuals who are members of more than one constituent category will be granted the highest privileges available to each of the constituent categories of which they are a member. An individual must maintain eligibility in a constituent category in order to keep a NetID account.

For further information regarding NetID standards and procedures see Appendix A.

Forms

[GW NetID Request Forms and Instructions](#)

Website Address for this Policy

[GW University Policies](#)

Contacts

Subject	Contact	Telephone	Email Address
Access issues	ISS Help Desk	(202) 994-5530	helpdesk@gwu.edu
University Affiliates	Online Directory Administrator	(202) 994-9640	elecdir@gwu.edu

Definitions

NetID The 3–8-character username associated with an account in the NetID directory, though it is sometimes used to refer to the entire account or directory. For faculty and staff, the NetID will generally be in the form of XXXXXXXXX@gwu.edu.

University Affiliate An individual with one of the following affiliations with the University: 1) Visiting Scholar (as defined by Academic Affairs and, where appropriate, the International Services Office); 2) contractor, consultant, or temporary worker (currently working directly or indirectly for GW); 3) Friends of the Library; 4) GW Hospital Staff; and 5) MFA staff. An individual who does not fall into any of the above affiliate categories may be eligible for a “Friend of the University” account, which requires sponsorship by a University vice president or dean.

University Constituent Faculty, staff, enrolled students, students who have accepted admission, alumni and faculty emeriti.

Related Information

[Application and System Access Policy](#)

[Code of Conduct for Users of Computing Systems and Services](#)

[Data Classification Security Policy](#)

[Information Security Policy](#)

[GWMail Policy](#)
[Network Usage Policy](#)

Appendices

Appendix A **GW NetID Standards and Procedures**

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer
Beth Nolan, Senior Vice President and General Counsel

History/Revision Dates

Origination Date: Not Available

Last Amended Date: August 28, 2009

Next Review Date: August 31, 2010

Appendix A

GW NetID Standards and Account Maintenance

NetID Username Standards: Individuals may select their own NetID usernames. However, the 3–8-character NetID username associated with a specific account cannot be altered. A user who is dissatisfied with his/her NetID must request account deletion as detailed in the [Account Deletion](#) section and then request a new account with the desired NetID.

Maintenance of Account Information: The NetID system will be updated nightly with name and constituent category information from Banner. Any changes in constituent information should be sent directly to the appropriate administrative office for entry into Banner. No changes to this information will be made directly in the NetID system.

Account Status: A NetID account may have one of three statuses: *Active*, *Inactive*, or *Purged*.

Active Accounts - Active accounts are fully functional.

Inactive Accounts - A NetID with a status of “inactive” cannot be used to authenticate to or access any system. The GWMail system will reject mail for the associated GWMail account. An inactive account may be reactivated upon request as described in the [Account Reinstatement](#) section. Please see the related procedures for when account statuses may be changed to “inactive.”

Purged Accounts - Any account that retains a status of “inactive” for a continuous period of 3 months will have its status changed to “purged.” Purged accounts have the same restrictions as inactive accounts, with no authentication/access allowed and no e-mail delivered. When account status is changed to “purged,” all e-mail in the associated GWMail e-mail account is irrevocably removed from the GWMail system. A purged account may be reactivated upon request as described in the [Account Reinstatement](#) section.

Any account that retains a status of “purged” for a continuous period of 9 months will be removed from the NetID system, and the NetID username will be available for re-use.

Duplicate Accounts: In the unlikely event that an individual is found to have more than one NetID account, that person will be contacted by ISS and asked to choose an account to be deleted. The account deletion will be handled in the same manner as an individual account deletion request (described in the [Account Deletion](#) section). If the account holder fails to respond to the ISS communication within one month, he/she will receive a second notice. Failure to respond after a second month will result in all of the individual’s NetID accounts being changed to inactive status.

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Account Renewal: UC accounts do not need to be renewed. The account sponsor for an UA account will be contacted periodically and asked to confirm that the affiliation is still active. Upon receiving this confirmation, the Online Directory Administrator will “renew” the account (i.e., extend the affiliate’s eligibility so the account will remain active). The type of affiliation determines the renewal interval, but renewal will be required at least once per year. Failure of the sponsor to respond to the renewal request within one month will result in the account’s status being changed to “inactive.”

Account Deletion: An individual may request deletion of his/her account. The account to be deleted will be flagged as “delete-request” (with all the properties of an “inactive” account) for 4 days. Account status will then be changed to “purged.” As noted in the Purged Accounts section, any account that retains purged status for a continuous period of 9 months will be removed from the NetID system, and the NetID username will then be available for re-use.

Account Reinstatement: An account with a status of “inactive” or “purged” may be reinstated (i.e., returned to active status) if the account holder is currently eligible for a NetID account. For a UC, account reinstatement requires a request to ISS Help Desk. For an UA account, account reinstatement requires a request to the Online Directory Administrator. Once removed from the system when an account is purged, e-mail cannot be restored to a GWMail account, even if the purged NetID is reinstated.