	Responsible University Official: Chief Information Officer
	Responsible Office: Division of Information Technology
	Last Revised Date: November 18, 2010

GW NETID INDIVIDUAL ACCOUNTS

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 university's Acceptable Use Policy for 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

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 is Governed by this Policy

Faculty, staff, students, alumni and university affiliates

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Policy

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, Advance and GWMail. Use of the NetID constitutes consent to the university's Acceptable Use Policy for 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 contact the Division of IT Support Center.

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 XXXXXXXX@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.

Forms

[GW NetID Request Forms and Instructions](#)

Related Information

[Acceptable Use Policy for Computing Systems and Services](#)
[Application and System Access Policy](#)
[Information Security Policy](#)
[GWMail Policy](#)

Contacts

Contact	Telephone	Email
IT Support Center	(202) 994-4948	ithelp@gwu.edu
Online Directory Administrator	(202) 994-9640	elecdir@gwu.edu

Document History

- **Last Reviewed Date:** April 4, 2017

- **Last Revised Date:** November 18, 2010

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Who Approved This Policy

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

*This policy, as well as all **university policies**, are located on the **Office of Compliance and Privacy**'s home page.*