IT Onboarding for WSU Student, Faculty and Staff Access

Classification	LDAP (Inserted into directory)	Email (Includes AD Account)	MS 365 download Eligible (Must be included in campus license agreement)	Self-Service Access (Restricted by Banner data content)	Canvas	Affiliates Guest ID System Request Process Step 1 - XM account	Banner & other administrative systems	Library Access	VPN	Explanation	Zoom
Admitted Students (Have not registered for course)	Upon the creation of a general student record as a result of a significant admit decision is entered	Full email - upon creation of a general student record as a result of a significant admit decision is entered.	N/A	Upon the creation of a general student record as a result of a significant admit decision is entered	None		N/A	N/A			N/A
Registered Students	24 hours after becoming a student	Full email - 24 hours after becoming a student	24 hours after becoming a student	24 hours after becoming a student	Automated process, based upon enrollment		N/A	24 hours after becoming a student			24 hours after becoming a student
Alumni	24 hours after becoming a student	Email Lite - 18 months after graduating	N/A	24 hours after becoming a student	N/A		N/A	N/A			N/A
Employees & Faculty	24 hours after having an active primary assignment in HR	Full Email - 24 hours after having an active primary assignment in HR	24 hours after having an active primary assignment in HR, for ORGN that are part of campus license agreement	24 hours after having an active primary assignment in HR	Automated process, based upon HR		Upon request of BAO or System Custodian	24 hours after having an active primary assignment in HR			24 hours after having an active primary assignment in HR
Retirees	24 hours after having an active primary assignment in HR	Full Email - 24 hours after having an active primary assignment in HR (Must re-up every 2 years)	N/A	N/A	None		N/A	Allowed for Faculty Retirees		Retired Faculty Library token given if Faculty	N/A
Volunteer Faculty listed as Instructor of Record	Access was given based upon becoming an employee (ECLS VO)	N/A					Upon request of BAO or System Custodian	Access was given based upon becoming an employee (ECLS VO)		Volunteer Faculty Library token given	24 hours after having an active primary instructor assignment in Banner
Emeritus Faculty	24 hours after having an active primary assignment in HR	Full Email - 24 hours after having an active primary assignment in HR	24 hours after receiving Emeritus status	N/A	N/A		N/A	Allowed for Emeritus Faculty		Emeritus Faculty library token given	N/A
UPG Employees	24 hours after being placed in UPG feed	Full Email - 24 hours after being placed in UPG feed	24 hours after being placed in UPG feed	N/A	N/A		Upon request of an authorized requester - Manual operation	N/A			N/A
DMC Residents	24 hours after being placed in DMC feed	Email Lite	N/A	N/A	N/A		N/A	24 hours after being placed in DMC feed		LDAP library token (EZ proxy) and DMC token given	N/A
Guests	24 hours after creation as Guest	Full Email - 24 hours after creation as Guest	N/A	N/A	N/A		Upon request of BAO or System Custodian	N/A			N/A