

IT Onboarding for WSU Student, Faculty and Staff Access

| Classification | LDAP | Email (Includes AD account) | MS Office download eligible (must be included in campus license agreement) | Self-Service Access (restricted by Banner data content) | Canvas | Affiliates - Guest ID System Access Request Process Step 1 - XM account | Banner and other administrative systems | Library Access | VPN | Explanation | ZOOM |
|---|---|--|--|---|--|---|--|--|-----|---|---|
| Admitted Students (have not registered for a course) | Upon the creation of a general student record as a result of a significant admit decision is entered. | Full Email - Upon the 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 the 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 place in the DMC feed | Email Lite | N/A | N/A | N/A | | N/A | 24 hours after being place in the DMC feed | | LDAP library token (EZ proxy) and DMC token given | N/A |
| Guests | 24 hours after creation as a guest | Full Email - 24 hours after creation as a guest | N/A | N/A | N/A | | Upon request of BAO or System Custodian | N/A | | | N/A |

Affiliate Management

| Classification | LDAP - Inserted into directory. | Email - Email mailbox provisioned. | MS Office download eligible (must be included in campus license agreement) | Active Directory (PC access for DeskTech customers and other Security Groups) | Self-Service Access (restricted by Banner data content) | Canvas | Banner and other administrative systems | Remote Library Access | VPN | Streaming IPTV | Timing |
|--------------------|---------------------------------|------------------------------------|--|---|--|---|---|-----------------------------|---------|----------------|---|
| Late Hires | Yes | Full Email | No - Must wait for official employee status | Yes - Created to permit IT staff to organize and provision departmental resources | Yes - HR data may not be available until hiring process completes. | Yes - Can be assigned to course as instructor | No - Must wait for official employee status | Yes - Can use Library Proxy | Yes | No | Given for three weeks and superceded by any official Employee role. |
| Quicken Intern | Yes | No | No | No | No | No | No | No | No | Yes | Given for duration of stay in Housing |
| Onsite Contractor | Yes | Full Email | No | No | No | No | No | No | Request | No | Given for one-year intervals based on vendor contract |
| Offsite Contractor | Yes | Full Email | No | No | No | No | No | No | Yes | No | Given for one-year intervals based on vendor contract |