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| Volume I1: Information Technology | I1.01.5 Secure Authentication Effective Date: 02/29/2012 | Responsible Office: University Technology Services |
| Chapter 01: Acceptable Use | | Responsible Officer: Executive Director |

POLICY STATEMENT

All faculty, staff, students and approved guests will be provided unique log-in credentials and be required to use these credentials to gain access to Northeastern Illinois University (NEIU) computing technology.

All other guests or visitors are prohibited from using student labs, and faculty or staff computing technology resources. The prohibition does not extend to public resources in the library, the public WI-FI network, or kiosks that are designated for specific public use.

PURPOSE OF THE POLICY

The purpose of this policy is to secure Northeastern Illinois University computing technology from unlawful intrusion.

WHO IS AFFECTED BY THIS POLICY

The University Community

DEFINITIONS

Credentials – Such as Login ID and Password

Approved Guest – Is a consultant, visiting educational resource or temporary staff granted access to University facilities for the purpose of performing specific pre-defined tasks.

REGULATIONS

Access using generic credentials such as Fac-Staff will not be permitted under any circumstance.

PROCEDURES

Approved guests will be required to obtain temporary credentials from the inviting department, faculty or staff member.

Helpdesk personnel will assist in generating new credentials.

HISTORY

N/A



CONTACT INFORMATION

Please direct questions or concerns about this policy to:

| Contact | Phone | E-Mail |
|--------------------------------|----------------|----------------------------------------------------------|
| University Technology Services | (773) 442-4190 | ucompute@neiu.edu |

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.