

Chapter Name

4.0 Information Management

Chapter Number Title

4.8.P.2

Independent Contractor Email Accounts

1.0 Purpose

Email accounts are a service provided based upon enrollment or employment and therefore should not be granted to independent contractors unless there is a justifiable business need. Independent contractors should use their company or personal email for any correspondence.

Reasons that an independent contractor may require a My.emich ID is for:

- Access to Self-Service
- Access to a departments shared drives
- Require VPN access to perform the requested service
- Handling of confidential information through email

The purpose of this procedure is to document the process, and necessary information required, to request an email account for independent contractors.

2.0 Governing Policy

Number/Document Name

Effective Date

4.8 – EMU System Accounts

September 30, 2008

3.0 Procedure

If you are an independent contractor for the University, and are not paid through EMU Payroll, the supervisor of the department you are working for must request a My.emich account for you.

To request an account the supervisor must contact the Help Desk by email at it.helpdesk@emich.edu. The following information, specific to the independent contractor, will need to be provided.

- Requestor Name,
- Requestor Phone Number,
- Requestor Department,
- Non-EMU Employee Name,
- Business Need,

- Requested Access:
 - A my.emich Username and Password - at a minimum this access will provide the non-EMU employee an email account and allow them to log into my.emich.
 - An EMU_NTDOMAIN Password - at a minimum, this access will allow the non-EMU employee to log into the EMU_NTDOMAIN domain (e.g. Computer Password).
 - Shared Drive - Access to shared data, documents, information, etc. (e.g. shared drive or "the W drive").
- Access Start Date, and
- Access End Date.

The Help Desk will contact the CIO to determine the funding source for the account. It is at the discretion of the CIO whether the sponsoring department will be charged for the non person account.

Upon approval, the supervisor will receive your username and new password.

4.0 Responsibility for Implementation

Director, IT Security Administration is responsible for the implementation of this procedure.

5.0 Definitions	
<u>Term</u>	<u>Definition</u>
Independent Contractor	A person who contracts to do work for another person according to his or her own processes and methods; the contractor is not subject to another's control except for what is specified in a mutually binding agreement for a specific job. http://legal-dictionary.thefreedictionary.com/independent+contractor
Independent Contractor Account	An account created for an independent contractor.

6.0 Revision History			
<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Fairchild	Initial Draft	September 2, 2008	
Dorendorf	Added comments about need/information	September 2, 2008	
Dorendorf	Turned over to IT Policy Committee	September 16, 2008	
A. Barr	Added definition of independent contractor; some editing of 1.0; modified footer	September 17, 2008	
Dorendorf	Title Change – Meeting with Connie	September 26, 2008	September 26, 2008. Effective September 30, 2008