

Chapter Name

4.0 Information Management

Chapter Number Title

4.8.P.6 EMU Student Organization Email Accounts

1.0 Purpose

The purpose of this procedure is to document the responsibilities and tasks associated with the creation and maintenance of Student Organization email accounts on the Eastern Michigan University (EMU) mail system. This procedure will be used when an account is requested by a Student Organization or its President. This procedure will also be used when questions arise regarding the maintenance, disabling or deletion of a Student Organization email account.

2.0 Governing Policy

Number/Document Name

Effective Date

4.8 EMU System Accounts

September 30, 2008

3.0 Procedure

Student Organization Representative Formal Email Creation Request:

- 1) Submit Web Form Requesting an Email Address (*Request may only be submitted by Organization President*):
 - a) Go to www.emustudentorgs.com and login.
 - b) Click on the *Organization Email Request* link and fill in the following information:
 1. Organization President's EMU email address,
 2. Name of the Student Organization.

IT Help Desk

- 1) Accept receipt of web form,
- 2) Complete account creation usually within 3 business days of web form submission,
- 3) Contact Student Organization President via email informing them of account creation and details.
- 4) Provide Organization President with password via eLocker, or other secure method approved by the Director of IT Security and the Director of Network and System Services.

4.0 Responsibility for Implementation

Student Organization President, Campus Life Designee(s), IT Help Desk Designee(s)

5.0 Definitions	
<u>Term</u>	<u>Definition</u>
Downloadable Copy	Paper forms that can be downloaded from the internet and printed.
Web Form	Form to be completed and submitted online.
eLocker	A secure message and data repository for my.emich users to exchange secure information.

6.0 Revision History			
<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Dulin, III	Initial Draft	August 4, 2008	
Dulin, III	Draft II	August 8, 2008	
Dulin, III	Draft III	August 19, 2008	
Dorendorf	Turn over to IT Policy	September 16, 2008	
A. Barr	Assign number; modify footer; alternatives to eLocker.	September 22, 2008	
Dorendorf	Title – Meeting with Connie	September 26, 2008	
Connie Schaffer, Interim CIO	Review and Approval	September 26, 2008	September 30, 2008