	Information Technology Policies Manual	Policy Number	IT-08
جامعة الإمارات العربية المتحدة **United Arab Emirates University** **UAEU**		Effective Date	02-Mar-2014
	Subject	Most Recent Review Date	01-Dec-2013
	Account and Mailbox De-provisioning	Due Date for Next Review	01-Sep-2016
	Responsible Office: Chief Information Officer	Pages of this Policy	**1** of **1**

8. Account and Mailbox De-provisioning

Overview

Describes the engagement rules of UAEU accounts and mailboxes when a student, a staff member, or a faculty member leaves UAEU permanently.

Scope

Applies to all UAEU students, staff members and faculty members.

Objective

Ensures optimum usage of UAEU student, staff and faculty accounts and mailboxes through effective and efficient management.

Policy

1. UAEU provides its users with e-mail resources and services to assist them in the performance of their work/studies.

2. All e-mail resources and services are to be managed in a lawful and effective manner.

3. All communications sent by UAEU users via the e-mail system must comply with all UAEU policies and may not disclose any confidential or proprietary UAEU information.

4. University e-mail shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene or otherwise illegal or unlawful materials.

	Information Technology Procedures Manual	Related Policy	IT-08
جامعة الإمارات العربية المتحدة United Arab Emirates University UAEU		Effective Date	01-Sep-2014
	Subject	Most Recent Review Date	01-Dec-2013
	Account and Mailbox De-provisioning	Due Date for Next Review	01-Sep-2016
	Responsible Office: Chief Information Officer	Pages of these Procedures	**1** of **1**

Procedures of Policy No. (8) - Account and Mailbox De-provisioning

When UITS is notified that a staff member, a faculty member or a student has permanently left UAEU, the UITS Helpdesk will issue the proper tickets to the concerned teams to take the following actions:

1. Staff Members

a) All accesses will be revoked and accounts will be disabled on the last day set by UAEU HR Department.

b) Domain accounts and mailboxes of staff members will be deleted after one year from leaving UAEU.

2. Faculty Members

a) All applications and services except email will be revoked on the last day set by UAEU HR Department.

b) Domain accounts will be disabled after 90 days.

c) Domain accounts and mailboxes of the faculty member will be deleted after one year from leaving the UAEU.

d) Retired faculty members who are UAE nationals will continue to have access to UAEU email system.

3. Alumni/Students

a) All applications and services access except email will be revoked on graduation date set by UAEU Admission and Registration Department.

b) Domain accounts will be moved to Office365 and mailboxes will be deleted from UAEU system after 180 days from the graduation date.