

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

- All accesses will be revoked and accounts will be disabled on the last day set by UAEU HR Department.
- Domain accounts and mailboxes of staff members will be deleted after one year from leaving UAEU.

2. Faculty Members

- All applications and services except email will be revoked on the last day set by UAEU HR Department.
- Domain accounts will be disabled after 90 days.
- Domain accounts and mailboxes of the faculty member will be deleted after one year from leaving the UAEU.
- Retired faculty members who are UAE nationals will continue to have access to UAEU email system.

3. Alumni/Students

- All applications and services access except email will be revoked on graduation date set by UAEU Admission and Registration Department.
- Domain accounts will be moved to Office365 and mailboxes will be deleted from UAEU system after 180 days from the graduation date.