

#  University Guidelines

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| **Subject:** |  |
| Affiliated (Authorized) Guests/ Sponsored Email Account Creation Guidelines |
| **Effective Date:** | 7/21/2014 |
| **Responsible Authority:** | Information Security Office |
| **Document Classification** | Business Sensitive |
| **Pages:** | 2 |

## Accountability / Applicability:

University employees and any affiliated, sponsored guest of the university whose sponsor submits an account request form for authorization to use the university enterprise email system.

## Overview

The University of Central Florida (UCF) recognizes the prevalence of email as a way of conducting business and provides an enterprise email system to facilitate communication between faculty, staff, and students. Enterprise Email accounts are created and intended for use by all faculty and staff but occasionally the need arises to provision email services to authorized guests.

Users who possess an email address ending in .edu often enjoy certain services or benefits which the sponsor and other authorized signers must consider when deciding whether or not to create an account.

To request an account, a university sponsor must agree to and assist the authorized guest in completing the UCF Account Access/Termination Request Form. Once the sponsor and guest obtain guest account approval, the Human Resources Liaison in the sponsor’s department must submit an exchange provisioning eForm request.

## Who may obtain a University Email account using the Sponsored Account Request Form?

Authorized guests of the university with a legitimate business need who fulfill all of the following conditions are eligible to obtain a University of Central Florida (UCF) Enterprise Email account.

* + not currently employed by the university
	+ work in some capacity for the university *(representing the university)*
	+ must have their account sponsored by an existing university employee
	+ requires enterprise electronic email resources to conduct official university business

## Definitions:

Authorized Guests.  Individuals who are not current university faculty, staff, or students. Guests include, but are not limited to, associates, consultants, contractors, vendors , visiting faculty, visiting scholars, volunteers, volunteer faculty who were not hired via the ePAF process, and summer program participants.

Information Security Office (ISO). The mission of the Information Security Office is to provide a secure infrastructure that protects the confidentiality, integrity, and availability of information resources. To this end, the ISO develops security best practices, coordinates security issues, conducts investigations, and works with Information Technology (IT) and other campus departments to minimize security risks and assure compliance with security policies and procedures.

Legitimate Business Reason.  Also known as “official university business”. A professional purpose that an individual, unfamiliar to the organization’s operation can understand while also explaining why the interaction occurred and how it benefits the mission of the University.

Sponsors.  Currently employed university faculty and staff who are eligible to initiate the request for guest access.