



POLICY:	ICT STARTERS AND LEAVERS POLICY
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Contents

1.0	New Staff Member/Research Postgraduate Student	3
1.1	New Staff Member	3
1.2	Research Postgraduate Student	4
2.0	Change of Position/Status.....	4
2.1	Staff Member	4
2.2	Research Postgraduate Student	5
3.0	Leaving/Retiring/Leave of Absence/Graduating.....	5
3.1	Staff Member	5
3.2	Research Postgraduate Student	5
4.0	Guest Access	6
5.0	Risk Statement	6

1.0 New Staff Member/Research Postgraduate Student

All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

1.1 New Staff Member

When a new staff member is employed by Mary Immaculate College, it is the responsibility of Human Resources to inform ICT of the following information in relation to the staff member:

First name:

Middle Initial:

Surname:

Employee ID:

Start Date:

Department:

Role:

Office:

Phone Ext:

Email Groups to assign staff to:

Door Access Required:

This information should be relayed to ICT through the ICT Help Desk portal facility. On receipt of this information an email account will be created for the new staff member. The details of the newly created account will be relayed to Human Resources, who will in turn relay them to the new staff member when they commence employment. ICT will require notice of 5 working days to create accounts for new staff members. Failure to provide all information as set out above will result in delays for users.

1.2 Research Postgraduate Student

When a new **Postgraduate Researcher** registers in Mary Immaculate College, it is the responsibility of the **ADMISSIONS OFFICE** to inform ICT of the following information in relation to the **Postgraduate Researcher**:

First name:

Middle Initial:

Surname:

Employee ID/Student ID:

Start Date:

Department:

Role:

Office:

Phone Ext:

Email Groups to assign staff to:

Door Access Required:

This information should be relayed to ICT through the ICT Help Desk portal facility. This information must also be sent to the RGSO at the same time. On receipt of this information an email account will be created for the new **postgraduate researcher**. **It is the responsibility of the Postgraduate Researcher to contact ICT for their new account information and ICT**. ICT will require notice of 5 working days to create accounts for new **Postgraduate Researchers**. Failure to provide all information as set out above will result in delays for users.

2.0 Change of Position/Status

2.1 Staff Member

When a staff member changes their position/status/name etc. within the college, it is the responsibility of Human Resources to inform ICT of the change and the date the change is effective from. This information should be relayed to ICT through the ICT Help Desk portal facility. Based on this information the details of the staff member will be changed. The details of the changed account will be relayed to Human Resources, who will in turn relay them to

the staff member. ICT will require notice of 5 working days to modify accounts for staff members. Failure to provide accurate and timely information will result in delays for users.

2.2 Research Postgraduate Student

When a **Postgraduate Researchers** changes their position/status/name etc. within the college, it is the responsibility of the **Research & Graduate School Office** to inform ICT of the change. This information should be relayed to ICT through the ICT Help Desk portal facility. On receipt of this information the details of the **Postgraduate Researcher** will be changed. ICT will require notice of 5 working days to modify accounts for **Postgraduate Researchers**. Failure to provide accurate and timely information will result in delays for users.

3.0 Leaving/Retiring/Leave of Absence/Graduating

3.1 Staff Member

It is the responsibility of Human Resources to inform ICT when a staff member within the college leaves employment or retires and the associated exit/retirement date. This information should be relayed to ICT through the ICT Help Desk portal facility. On receipt of this information and if the staff member is leaving employment and not retiring, the account will be disabled at the close of business on the last day of employment. The account will be deleted 30 days after the last employment date. If a member of staff is retiring, Human Resources will specify whether or not the staff member wishes to retain their account. In such instances the retired user will be moved to a retired OU within Active Directory and will be removed as a member from all groups. ICT will require notice of 5 working days to modify accounts for staff members. Failure to provide accurate and timely information will result in delays in carrying out the above.

3.2 Research Postgraduate Student

When a **Postgraduate Researcher** within the college leaves/takes leave of absence/graduates, it is the responsibility of the **Research & Graduate School Office** to inform ICT. This information should be relayed to ICT through the ICT Help Desk portal facility. On receipt of this information the **Postgraduate Researcher's** account will be disabled. The account will be deleted 30 days following that date. **In the case where a Postgraduate Researcher is on College Approved Leave of Absence the account will be suspended until such times as the Researcher re-instates their registration status.** ICT will require notice of 5 working days to modify accounts for **Postgraduate Researchers**. Failure to provide accurate and timely information will result in delays in carrying out the above.

4.0 Guest Access

It is the responsibility of an existing MIC staff member to inform ICT if they require logon access for a guest. ICT will create a network logon on a guest domain for that guest user. The details of the guest account will be relayed to MIC requestor, who will in turn relay them to the guest. The requestor must specify a deactivation date as part of the request. ICT will require notice of 5 working days for such requests.

5.0 Risk Statement

This policy mitigates the risk of unauthorised accounts created on the MIC network.