

Goucher College Digital Identity Policy

Purpose

The purpose of this policy is to:

- A. Establish that a single digital identity will be created and used for each person that uses Goucher technology resources
- B. Establish a standard procedure for the structure, creation, and implementation of digital identities and e-mail addresses

A. Establish that a single digital identity will be created and used for each person that uses Goucher technology resources

Goucher College will create a single digital identity for each person. This digital identity will be used as the username to uniquely identify each person in any Goucher campus computing system, server, or resource. By establishing a standardized digital identity, the college will avoid the creation of duplicate accounts, provide the campus community with consistency in using campus technology resources, and be in alignment with security best practices.

B. Establish a standard procedure for the structure, creation, and implementation of digital identities and e-mail addresses

Information Technology will implement a standard structure for usernames:

- 1. First two characters of the first name in the Human Resources or Student Information System
- 2. First three characters of the last name in the Human Resources or Student Information System
- 3. Three digit integer suffix starting with 001

The standard e-mail address structure will be:

- 1. First Name
- 2. .
- 3. Last Name
- 4. Integer Suffix (starting with 1 if required)
- 5. @goucher.edu

NOTE:

- Hyphens, periods, spaces, or a suffix in a last name will not be included in the e-mail address

Examples

Name	User Name	E-mail Address
John Fitzgerald Kennedy	joken001	John.Kennedy@goucher.edu
George Washington	gewas001	George.Washington@goucher.edu
Harry Smith	hasmi001	Harry.Smith@goucher.edu

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Name	User Name	E-mail Address
Harry Smith	hasmi002	Harry.Smith1@goucher.edu
Harry Smith	hasmi003	Harry.Smith2@goucher.edu
George S. McGovern	gemcg001	George.McGovern@goucher.edu
Martin Van Buren	mavan001	Martin.VanBuren@goucher.edu
Jane Smith-Jones	jasmi001	Jane.SmithJones@goucher.edu
Ralph De La Iglesia	radel001	Ralph.DeLaIglesia@goucher.edu
Elizabeth St. Clair	elstc001	Elizabeth.StClair@goucher.edu
John Smith Jr.	josmi001	John.Smith@goucher.edu

Digital identities will be created and implemented in the following manner:

1. All Goucher digital identities will be stored in the college's Active Directory system
2. All usernames will be created in the college's Active Directory system before accounts are created in other campus computing systems
3. If a username or e-mail address already exists, then the integer suffix will be sequentially incremented
4. Usernames and e-mail addresses will consist of lower-case alphanumeric characters only
5. Usernames and e-mail addresses residing in the Active Directory when the policy was implemented will remain unchanged
6. Usernames and e-mail addresses will not be reused
7. The college will insure that all computer accounts in campus computing systems have a corresponding entry in the college's Active Directory system
8. If an account exists in a campus computing system but does not have a corresponding username in the Active Directory, a username will be created and stored in the college's Active Directory system. If the campus computer system account was created prior to the implementation of the policy, then the username will remain unchanged unless a username already exists in the college's Active Directory system.

Contact

Questions about this policy should be directed to the chief technology officer.