GOUCHER | college

Digital Identity Policy

I. SCOPE

This policy applies to Goucher faculty, staff, and students who use Goucher's technology resources. Guests may use the guest pass but do not need an account.

II. PURPOSE

The purpose of this policy is to:

A. Establish that a single digital identity is 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 email addresses.

III. DEFINITIONS

A. Digital Identity – the username to uniquely identify each person in any Goucher campus computing system, server, or resource.

B. Usernames – Information Technology uses the following standard structure for usernames:

1. The first two characters of the first name (or display name, if provided) in the Human Resources or Student Information System

2. The first three characters of the last name in the Human Resources of Student Information System.

C. Display name – Chosen/preferred name.

D. Email addresses – Information Technology uses the following standard structure for email addresses:

1. First name or display name, if provided

2. . (period)

3. Last name

4. Integer suffix (starting with the number 001 if required)

5. @goucher.edu

Note: spaces, or a suffix in the last name are not included in email addresses.

E. Examples

First Name	Display Name	Last Name	User Name	Email Address
John		Kennedy	joken001	john.kennedy@goucher.edu
George		Washington	gewas001	george.washington@goucher.edu
Harry		Smith	hasmi001	harry.smith@goucher.edu
Harry	Sally	Smith	sasmi001	sally.smith@goucher.edu
Harry		Smith	hasmi002	harry.smith1@goucher.edu
Harry		Smith	hasmi003	harry.smith2@goucher.edu
George		McGovern	gemcg001	george.mcgovern@goucher.edu
Martin		Van Buren	mavan001	martin.vanburen@goucher.edu
Jane		Smith-Jones	asmi001	jane.smithjones@goucher.edu
Maria Ann		Tuason	matua001	mariaann.tuason@goucher.edu
Maria Ann	Arianna	Tuason	artua001	arianna.tuason@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

IV.   PROCEDURES

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

A. All Goucher digital identities are stored in the college's Active Directory system.

B. All usernames are created in the college's Active Directory system before accounts are created in other campus computing systems.

C. The integer suffix is sequentially incremented if a username or email address already exists.

D. Usernames and email addresses consist of lower-case alphanumeric characters only.

E. Usernames and email addresses residing in the Active Directory when the policy was implemented remain unchanged.

F. Usernames and email addresses are not reused.

G. The college ensures that all computer accounts in campus computing systems have a corresponding entry in the college's Active Directory system.

H. If an account exists in a campus computing system but does not have a corresponding username in the Active Directory, a username is created and stored in the college's Active Directory system. If the campus computer system account was created before the policy implementation, then the username remains unchanged unless a username already exists in the college's Active Directory system.

V.   RESPONSIBLE OFFICE

For more information or if you have questions about this policy, please contact Information Technology at helpdesk@goucher.edu.

VI.   HISTORY

Created May 2005. Revised June 2022.