



Mount Olives Ministerial Bible Institute - MOMBI has created this User Account Eligibility and Retention Policy in order to clarify who can and will be granted rights and access privileges to MOMBI information technology resources.

MOMBI automatically authorizes a MOMBI user account for any individual with an official affiliation as an employee (including faculty and staff), alumni, and admitted or registered student (as determined by the Director of Study). The following defines user account eligibility for Mount Olives Ministerial Bible Institute - MOMBI.

Definition of Affiliation:

- a. **Student** - A person who is attending classes, either online or classroom study, at Mount Olives Ministerial Bible Institute - MOMBI. Student accounts will have access to appropriate institute file shares and message.
- b. **Faculty** - The academic staff, teaching either online or classroom classes, at Mount Olives Ministerial Bible Institute - MOMBI.
- c. **Alumni** - A graduate or former student of Mount Olives Ministerial Bible Institute - MOMBI that has graduated from a particular course,

Upon user activation, account holders are authorized to access the resources dictated by their role membership, for example:

- a. Faculty, staff, student workers, approved visitors, and student accounts will have access to appropriate institute file shares and personal message center with designated quotas, and self-service functionality.
- b. Alumni accounts will have access to email and self-service functionality. File shares, and file servers are not available to accounts in this role.
- c. Limited visitor accounts will have access to personal message center with designated quotas. File shares and self-service functionality are not available to this role.
- d. Authorized custom accounts will be created according to specific needs.

ACCOUNT RETENTION POLICY

Purging an account consists of permanent deletion of message, network drives, and other stored data.

a. **Definition(s):**

1. Deactivating an account-consists of disabling an account. Message Center continues to collect message, and other stored data remain, but the user is unable to access these resources.
2. Purging an account-consists of permanent deletion of message, and other stored data.

Policy/Procedure(s):

a. Students:

* When a student graduates from MOMBI or is otherwise no longer enrolled, or her account is available for a period of time as determined by the Mount Ministerial Bible Institute Policy on User Account Retention and then the contents are purged. Purging an account consists of permanent deletion of message, and other stored data.

* The accounts of students who do not re-enroll are deactivated after 30 days of inactivity.

* The accounts of students who do not re-enroll are purged within 48 hours after the deactivation

* Students who graduated are sent an email regarding the transition approximately 20 days before transition.

* Students who do not re-enroll are sent an email regarding deactivation approximately 10 days before deactivation.

* When an account has been marked for deactivation, an automated nightly process will deactivate the account. Deactivated account is no longer able to be accessed and the student will lose access to any services that require a login. We strongly recommend that you download all of your message, network drives, and other stored data to your computer before permanent deletion of your account.

b. Faculty:

Faculty, and staff user accounts are deactivated due to, but not limited to, separation of employment, or retirement. The accounts of separated employees are purged 30 days after the deactivation date.

a. All data stored on MOMBI website remains the property of the institute.

b. It is the responsibility of the individual employee to archive incidental/personal data to removable media prior to separation. The Institute is not responsible for providing copies of data to a departing employee.

c. Alumni:

All inactive accounts (accounts not being accessed, such as not logging in to a dashboard) will either be Deactivated or purged (depending on the account type) after 30 days of inactivity.

d. Guests:

MOMBI may provide guest accounts in Active Directory for vendors, trainers, and guests. These accounts must not have access to confidential information unless deemed a business necessity by the institute data owner. They are only to remain active for a predetermined period established by MOMBI of and the guest account requester.

General

* Data and message cannot be recovered once an account is purged.

* The Institute may, within its discretion and notwithstanding the time frames above, deactivate inactive accounts. An inactive account is an account that does not log-in.

Revision History

Revision	Change	Date
1.0	Original Version	9/23/2010
1.1	Text updates	5/8/2019
1.2	Process updates	6/19/2020