

Guidelines for Access to CNC Systems and Resources

CNC issues an online account to each individual as they join the College. Online accounts at CNC are used to access a standard set of services including campus computers, email, CNC portal, WebAdvisor, shared drives, personal file storage and college financial transactions.

Summary of Account Procedures

For Students:

Student accounts are activated once they're enrolled in a course. Student accounts are disabled 6 months after the end of their last semester. While active, students have access to the standard services as detailed above. Alumni have access to WebAdvisor and email for 2 years after that point students will have access to WebAdvisor only

For Faculty:

Faculty accounts are provisioned after being hired, completing the required HR paperwork, and receiving a start date from HR. While Full and Part time faculty are actively employed, faculty have access to the standard services as detailed above. After the last day of employment as designated by HR, faculty member accounts are limited to email access and WebAdvisor access for 2 years. Faculty accounts are disabled 2 years after their employment ends.

For Employees:

Employee accounts are provisioned after being hired, completing the required HR paperwork, and receiving a start date from HR. Employee accounts are disabled upon termination of employment. After the last day of employment as designated by HR, employee member accounts are limited to email access and WebAdvisor access for 2 years. While active, employees have access to the standard services as detailed above.

Detailed Account Eligibility Rules

For Students:

Status – Enrolled – This status begins when the enrollment is registered in Colleague Student Database

Available Resources: Including but not limited to campus computer access, email, network storage, learning management, WebAdvisor, Portal, grades (via WebAdvisor), and library access.

Status – Former Student – This status begins when a student has not been enrolled in a course for 6 months

Available Resources:

- WebAdvisor
- Email for 2 years

Disabled Resources: Including but not limited to campus computer access, network storage, learning management, Portal, and library access.

Comments: Full college resources are still active for 6 months after end of last class.

For Faculty:

Status –Active – This status begins upon the receipt of HR required new hire information. This applies to either part-time or full-time faculty members

Available Resources: Including but not limited to campus computer access, email, network storage, learning management, WebAdvisor, Portal, employee payroll records (via WebAdvisor) and library access.

Status – Inactive – This status begins upon receipt of workflow from HR of the faculty member leaving or completing their contract

Available Resources:

- WebAdvisor
- Email for 2 years

Disabled Resources: Including but not limited to campus computer access, network storage, learning management, Portal and Library access.

Involuntary Termination

Available Resources: WebAdvisor only

Disabled Resources: Including but not limited to campus computer access, email, network storage, learning management, Portal, and library access.

For Employees:

Status – New Hire - This status begins upon the receipt of required new hire forms and notification from HR

Available Resources: Including but not limited to campus computer access, email, network storage, learning management, WebAdvisor, Portal, employee payroll records (via WebAdvisor) and library access.

Status – Voluntary Termination

Available Resources:

- WebAdvisor
- Email for 2 years

Disabled Resources: Including but not limited to campus computer access, network storage, learning management, Portal and Library access.

Status – Involuntary Termination

Available Resources: WebAdvisor

Disabled Resources Including but not limited to campus computer access, email, network storage, learning management, Portal, and library access.

Status – Agency Temps/Contractors/Consultants

Available Resources: Including but not limited to campus computer access, email, network storage, learning management, WebAdvisor, Portal, employee payroll records (via WebAdvisor) and library access.

Comments: A termination date must be set to expire the account

Notes:

- When multiple roles apply, only one account is created and access will be granted for available resources defined in each role.
- For students, access to campus computers, personal network storage, and email will remain in place for 2 years after the end of their last class.
- “Computer Access” includes but is not limited to lab computer access, printing, wireless access, email and Portal.
- Student home folders will be kept for 2 years after the last class and then destroyed.
- When an employee email account is disabled an automatic message will be set to indicate the employee no longer works at the College and to contact an alternative at the College of New Caledonia