

Procedure 1601 PR.02 NetIDs and Identity Management

Revision Date: 1/10/11

Overview

In accordance with [Policy 1601](#) Information Access and Security the following standards apply to all individuals who have accounts created to access University information or to access any of the University's applications or systems. This procedure describes the lifecycle of a NetID: provisioning (creation), maintenance and de-provisioning (deactivation).

Important points about NetIDs include:

1. Individuals are allowed only one personal NetID.
2. Individuals must not share their NetIDs and passwords with others.
3. Access to Yale systems and services must be associated with a valid and active member of the Yale Community. Yale will regard a NetID as active if the owner continues to maintain the credentials associated in a fashion compliant with all University policies.
4. "Responsible NetIDs" must be associated with an active and current member of the Yale Community as described in 3 above.
5. Yale NetID passwords must be changed at least once per calendar year to a different password. This includes primary and Responsible NetIDs (see below).
6. Each year's password must be unique -- don't recycle previous year's passwords.
7. Don't use your Yale NetID password elsewhere (such as on Internet websites) outside of Yale.

Related Policies, Procedures and Guides

- Policy [1601](#) Information Access and Security
- Guide [1610 GD.01](#) Selecting Good Passwords
- Procedure [3501 PR.5](#) Faculty Appointments
- Procedure [3501 PR.22](#) Non-Employees Directory Listing and Access Privileges
- Procedure [1610 PR.01](#) Systems and Network Security

Yale University NetID

Each member of the Yale community is assigned unique network identification (NetID). A NetID is normally the individual's initials and a few numbers (such as aa11 or bb345). A NetID is not changed under normal circumstances and remains a unique identifier for that individual even after they have left the University.

Maintaining the integrity of your Yale NetID and password

A NetID and password are the credentials to the campus network and most University systems. They may provide access to sensitive information (such as benefits, tax information, salary and academic information), network access (such as wireless or VPN) and networked resources (such as email, library databases and journals). The most important NetID maintenance task is choosing and maintaining a [strong password](#). In addition, NetID account owners must keep their contact information current in the official Yale record.

All NetID passwords must be changed once per calendar year to a different password.

Each year's password must be unique -- don't recycle previous year's passwords.

Don't use your Yale NetID or password elsewhere (such as on Internet websites) outside of Yale.

For more information see [Guide 1610 GD.01 Selecting Good Passwords](#).

How NetIDs are created

A NetID can be created after an individual has been added to either the Human Resources or Banner systems (see related procedures). Student NetIDs are created during the admission process, prior to acceptance at Yale. NetIDs of applicants who are not admitted or who do not matriculate will be deactivated and held in the system for two years.

NetIDs are created for Yale faculty and staff members as part of their hiring and appointment process. For non-Yale employees such as summer conferees, consultants, casuals, or YNHH affiliates (residents), NetIDs are created on an as needed basis.

Deactivating and reuse of a NetID

A NetID is a unique identifier that is associated with an individual member of the Yale community even after they have left the University. In the case of student applicants who were not admitted or who did not matriculate, NetIDs used during the admission process will be deactivated. After two years these NetIDs will be expunged and made available for re-use.

In order for Yale credentials to stay active, they must be compliant with existing policies. The most common cases for decommissioning a NetID include graduating students and termination of employment. In addition, during yearly password change initiatives, accounts failing to meet password maintenance requirements are deactivated. Those NetID account owners who fail to maintain up to date contact information will have their NetID and any associated Responsible NetID deactivated. Once a NetID has been deactivated, it can be reactivated by Client Accounts.

Responsible NetID

A valid Responsible NetID is one that is subordinate to a primary NetID. The primary NetID must be associated with either a Management & Professional (M&P) or a Service & Maintenance (S&M) staff member or a Yale Faculty member. This individual must maintain an active Yale record with credentials in keeping with all current policies.

Examples of valid Responsible NetIDs:

1. Use as a departmental or generic email account
Departments and organizations often have the need to maintain a shared email account for the purposes of better serving customers. Sharing NetIDs and passwords for these shared accounts is allowed only within the department. These NetIDs are required to be associated with an active member of the faculty, M&P or S&M. The responsible individual must adhere to all other relevant policies including annual password change provisions.
2. Pre-approved situations for managing technical resources
IT departments may use a responsible NetID as a service account that is used by one or more systems when connecting to other systems or automated processes that require credentials. Any such NetID must continue to be associated with an active member of the faculty, M&P or S&M.

Examples of unacceptable Responsible NetIDs:

1. Use by a temporary, consultant or any non-Yale Employee
All NetIDs must be associated with an individual with active and valid biographical and contact information--Even for temporary employees.
2. Use for generic Yale Active Directory accounts
NetIDs must not be shared for Active Directory accounts.

Rectifying Multiple NetIDs

Faculty, staff, students, alumni or other individuals may inappropriately have more than one primary NetID. Under some circumstances, two Yale records may have been erroneously created for one person,

and as a result, more than one NetID may have been created. To rectify the existence of more than one NetID associated with an individual, follow the procedure below.

To identify the proper NetID for an individual, use the NetID tool:

<https://veritas.its.yale.edu/netid/FindNetID.do>

If the NetID returned in the search is different from the one that the individual normally uses, then the individual has two NetIDs. If a department, or an affected individual, suspects that two NetIDs exist for one individual, then they should immediately contact Client Accounts. Please include the following information:

- Name of the affected individual
- Both NetIDs
- The preference for the desired NetID
- Description of any problems encountered

Contact Information

Department	Email	Phone
Client Accounts	client.accounts@yale.edu	(203) 432-6627
Help Desk	helpdesk@yale.edu	(203) 432-9000

Revision History

This document was revised on 1/10/11.

Previous revision was on 3/20/09.

Previous revision was on 1/22/09.

Previous revision was on 5/16/08.

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