

SOUTHWESTERN COMMUNITY COLLEGE	INFORMATION TECHNOLOGY ACCOUNT AND CREDENTIAL MANAGEMENT POLICY	Policy 8.08
--------------------------------------	---	----------------

I. POLICY STATEMENT

Southwestern Community College ("College") creates user accounts ("accounts") for all employees and students. These accounts will be used for users to login to college systems and resources.

II. PROCEDURES

All employees and students are required to use their account for communications about college-related business. All full-time and part-time employees and full-time and part-time students will be assigned an account in accordance with SCC Procedure 8.08.01.

Each employee and student account will remain active and be terminated in accordance with SCC Procedure 8.08.01.

Any username changes by employees or students will be handled in accordance with SCC Procedure 8.08.02.

III. EXCEPTIONS

Exceptions to this policy are likely to occur. Requests for exception must be made in writing and must contain:

- The reason for the request
- Risk to the college of not following the written policy
- Specific mitigations that will not be implemented
- Technical and other difficulties
- Date of review

The Vice President for Information Technology or designee is the final approval authority for any exception requests.

Adopted: September 2025