POLICY STATEMENT

The management of information system identifiers helps to ensure identification and authentication remain constant. Concurrently it allows the University to detect and prevent intrusion attempts.

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CONTACT(S)

Office of Information Technology – (757)823-2869

STAKEHOLDER(S)

University Faculty & Staff
Office of Information Technology
PURPOSE

This control establishes the University’s policy for maintaining and managing information systems identifiers for users and devices.

REQUIREMENTS

NSU manages information system identifiers for users and devices by:

1. Receiving authorization from a designated University official to assign a user or device identifier;
2. Selecting an identifier that uniquely identifies an individual or device;
3. Assigning the user identifier to the intended party or the device identifier to the intended device;
4. Preventing reuse of user or device identifiers for the period defined in policy; and
5. Disabling the user identifier after 90-days of inactivity.

Supplemental Guidance: Common device identifiers include media access control (MAC) or Internet protocol (IP) addresses, or device-unique token identifiers. Management of user identifiers is not applicable to shared information system accounts (e.g., guest and anonymous accounts). It is commonly the case that a user identifier is the name of an information system account associated with an individual.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.

PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:
1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
  - Supersedes (previous policy): OIT 62.8.704 Identifier Management

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard