Procedure: Auxiliary accounts

Purpose
To define the purpose and principles for auxiliary (formerly affiliate) accounts with the intent of providing governance around their usage within the University.

Definitions
Definitions of terms used in this document are provided in the overarching Policy (Acceptable Use of Information Technology Policy).

Procedure
1. Auxiliary accounts are accounts created and maintained solely within the University’s Identity and Access Management (IDAM) system. They are identified by the prefix ‘a’. The ID for an auxiliary account uses the format ‘aXXXXXX’ (e.g. a123456).
2. Auxiliary accounts are used for accessing the University’s networks where the user or usage does not fit within the Staff or Person of Interest (POI) affiliation (as defined by Human Resources), Student affiliation (as defined by Student Services), or Alumni affiliation (as defined by Alumni Relations).
3. Auxiliary accounts can only be used for:
   a. Training accounts
   b. Testing accounts
   c. Conference/workshop wireless and Information Commons access
   d. University guests who require access for a period of no longer than two weeks
   e. System/Vendor accounts
   f. ANU non-course award students
   g. Access for organisations on campus and associated with ANU (e.g. Burgmann College, ANU Sport and Recreation, the ANU Union, Centre for Continuing Education).
4. Only an ANU staff may request the creation of an auxiliary account for the
usage types defined in this procedure, using the appropriate form. The creation of auxiliary accounts is to be approved by a Service Division Director / College General Manager, or their chosen delegate (such as a College IT Manager).

5. Auxiliary accounts will be granted the same basic access to University networks as a staff account, with the exception being they will not receive an email address on the University’s corporate email system by default.

6. An email address can be requested for an auxiliary account, with the exception of University guests, but will only be granted with the approval of a Service Division Director / College General Manager, or their chosen delegate.

7. Auxiliary account access to University systems is granted and managed within each specific system and is at the discretion of the System Owner.

8. Current employees, students (both undergraduate and graduate), alumni, and POI’s cannot be registered as an auxiliary.

9. All auxiliary accounts must have an expiry date. The maximum expiry date for the different account usages is as follows:
   a. Training accounts – no longer than twelve months from the date of creation
   b. Testing accounts – no longer than twelve months from the date of creation
   c. Conference/workshop wireless and Information Commons access – for the duration of the conference/workshop
   d. University guests – no longer than two weeks from the date of creation
   e. System/Vendor accounts – no longer than twelve months from the date of creation
   f. ANU non-course award students – for the duration of their course
   g. Organisations on campus and associated with ANU – no longer than twelve months from the date of creation.

10. Only training, testing, system/vendor, and organisations on campus associated with ANU auxiliary accounts may have their expiry date renewed. ITS will advise the account owner one month before these accounts are due to expire. No other auxiliary account will be renewed upon expiry. Once expired these will be deleted and cannot be restored.

11. Individuals granted access should be advised that they may only use Information Technology Services (ITS) facilities in a manner compatible with the goals and statutory obligations of the University, as well as complying with all relevant Statutes and Rules, policies, procedures, standards, and regulations. This is to be communicated and managed by the area or ANU staff member requesting
the auxiliary account.

12. Service Divisions and Colleges are responsible for any costs incurred, or actions taken, by their auxiliary when using University IT facilities.

13. All ANU email accounts, including alumni and auxiliary accounts, are subject to the *Freedom of Information Act 1982* (FOI Act), and the *Privacy Act 1988* and Australian Privacy Principles.