NOTICE: Unit Account Managers (please READ)

As of August 1, 2012 Account management Rules and Procedures have been approved by the College of Agriculture, Texas A&M AgriLife Extension Service, and Texas A&M AgriLife Research Service administration. You can review these rules and procedures at the following links:

Account Management Procedures [Research | Extension | College]

The following procedures will become effective on the following dates:

- **Aug 20th** – Disablement of IT accounts with 120 Day or more of inactivity
- **Sep 1st** – Removal of IT accounts with 150 Days or more of inactivity.
- **Sept 1st** - All new IT Account requests must come via the AgriLife People Management System (APM). No exceptions.

Next Steps:

1. Per the above notices you should review the inactive accounts for your unit (see attached for the latest copy of the report). Please review the accounts that have excessive inactivity or have NEVER been used. Please use the APM system to Off-board any of those accounts that should no longer be active.
2. If your department has inactive accounts listed in the report that do not currently exist in the APM system please send a request to First-Call@tamu.edu listing the accounts that you wish to remove (Please include Account Full Name and Department Association).

150 Day Inactive Accounts Removal Process

Accounts 150 days or over of inactivity will begin to be processed on September 1st. AIT representatives will contact each department to formally discuss the removal of these accounts. If any of these accounts have a special situation where they must be maintained you will need to begin now and have prepared by September 1st documentation and
justification as to why these accounts should be maintained. An example of justification would be the employee is on extended FMLA and has been unable to use the account and will be returning.

No data associated with these accounts will be deleted. AIT will work with UNIT IT managers to facilitate data offloading from email and file servers associated with these accounts.

Questions and Contacts

If you have questions regarding these rules and procedures please contact the following Agency and College IT Coordinators:

College & AgriLife Research, Institutes - Tom Lyster (tlyster@tamu.edu)
AgriLife Extension – Jim Segers (j-segers@tamu.edu)

For questions about the APM system or Training please contact John Adamson (j-adamson@tamu.edu)

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