Messiah College Email Account Policy

I. Purpose
The policy is to ensure consistent practices are followed with regards to college email accounts. The college currently provides e-mail accounts to all employees and students as well as other affiliates upon request and approval.

II. Policy
A. Account Availability
   1. E-mail accounts for Alumni:
      This service is not available.

   2. E-mail Accounts for Contractors:
      If deemed necessary, Information Technology Services (ITS) will provide email accounts for external contractors. These accounts are intended to be used to facilitate communication between college employees and individuals or companies who work closely with the college. The contractor's main college contact is responsible for all the training needs of the contractor.

   3. E-mail Accounts for Family Members:
      If deemed necessary, ITS will provide e-mail accounts for spouses and children of employees. The employee is responsible for all training and support to their family members.

   4. E-mail Accounts for Volunteers:
      If deemed necessary, ITS will provide email accounts for volunteers. These accounts are intended to be used to facilitate communication between college employees and individuals or companies who work closely with the college. The volunteer's internal college main contact is responsible for all the training and support needs of the volunteer.

B. Account Removal
   1. Employees who leave Messiah College do not retain access to their email account and will have their account disabled unless permission is granted by the Chief Information Officer (CIO) to retain access.

   2. Students upon graduating or transferring from Messiah College do not retain access to their email account and will have their account disabled unless permission is granted by the CIO to retain access.

   3. Email accounts are deleted after one year of being disabled.