Resource Accounts

Background

Resource accounts are created when usage of individual VUNETID is not feasible. Examples of resource accounts would include accounts created to schedule resources in Exchange, service accounts to access various resources, and Exchange shared mailboxes. Resource accounts are not associated with an individual and they are created with identity attributes that do not correspond to a real person.

Policy

The following policies must be applied to all administrative accounts. Any exception must be approved by an authorized Director or other executive from ITS.

1. All resource accounts must be created through the Special Source account creation system.
2. The account ID must not conflict with existing or future VUNETIDs.
3. Upon creation of the resource account, documentation should be added that describes the reason for the existence of the account, and a valid admin contact information for each resource account should be available to ITS.
4. Most resource accounts (see 5 for exceptions) will have a lifetime of 1 to 2 years. Towards the end of the lifecycle of an account, the resource account admin can request ITS to extend its lifetime for another 1 to 2 years. If this request is not placed with ITS or if ITS for some reason does not extend the lifetime, the account expires.
5. For mission critical applications, a resource account admin may request ITS to set an account to 'never expire', these accounts never expire. This should be a rare occasion.
6. After the resource account is created the resource account admin must set the delivery address associated with the account to a group list, administrator’s email, etc when possible. Emails regarding impending life cycle changes to the resource account will be sent to this delivery address.
7. Resource Accounts must not be moved from the default user containers where they are managed.