

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 1013: Disabling and Deleting User Accounts

The Information Technology department may disable any user account at any time in order to protect access to College data, services, and assets. User accounts for systems that do not authenticate against Active Directory or Azure Active Directory will be reviewed periodically and disabled when access is no longer required or permitted.

### Active Directory/Azure Active Directory

Any unused account will be deleted no later than one year after its creation.

#### Employees

* The account of any employee who has not reset their account’s initial password or configured multifactor authentication (MFA) within ninety days of that account’s creation will be disabled.
* An offboarding employee’s account will be disabled immediately in accordance with A-B Tech Policy 503.10 (Separation from Employment)*.*

#### Students

* The account of any student who has not reset their account’s initial password or configured MFA within one hundred and twenty days of that account’s creation will be disabled.
* The account of any student who has not registered for classes in three concurrent curriculum semesters (or one calendar year) will be disabled.
* Any disabled account that has been inactive for one calendar year will be deleted.

#### Other Users

* Third-party and contractor accounts must be either created with a justified expiration date or disabled thirty days after creation.

References: See Policy 1013: Disabling and Deleting User Accounts

Owner: Vice President of Operations/CIO, Ext. 7900

Approved: September 11, 2023