Guidelines for Access to Loyola Online Systems and Resources

Loyola issues an online account to each individual as they join the university. Online accounts at Loyola are used to access e-mail, the Inside Loyola portal, web registration, perform financial transactions with the university, the course management system and many more services. As such, the account is a privilege with its usage governed by the Loyola Information Security Policy and Password Policy. Account holders should be familiar with each of these policies.

Summary of Account Eligibility Rules

For Students:

Student accounts are activated once their deposits are paid or waived. Undergraduate accounts are disabled when the student withdraws or 120 days post graduation. Graduate student resource access is disabled after three semesters without enrollment or 120 days post graduation. While active, students have access to the standard resources such as the portal, computer access, email, G and H drives, Moodle , and WebAdvisor. Alumni have access to email and WebAdvisor and former students (those who did not graduate and are not active) have access to WebAdvisor.

For Faculty:

Faculty accounts are provisioned once they are hired, completed the required HR paperwork, and have a start date within 42 days. Full-time faculty member accounts are disabled when their employment ends. Part-time faculty member accounts are disabled two years after teaching their last class. While active, faculty have access to the standard resources such as the portal, computer access, email, G and H drives, Moodle, and WebAdvisor.

For Employees:

Employee accounts are provisioned once they are hired, completed the required HR paperwork, and have a start date within 7 days. Employee accounts are disabled upon termination of employment. While active, employees have access to the standard resources such as the portal, computer access, email, G and H drives, and WebAdvisor.

For Friends:

Friends accounts are provisioned once their sponsor completes the request for a friend account and the friend signs the confidentiality agreement. Friends accounts are disabled when their term of office ends without renewal or at the request of the sponsor. While active, friends have access to the portal (inside.loyola.edu).

Note: For complete details on each group by status, please continue reading.

Detailed Account Eligibility Rules

For Students:

Status – Enrolled Undergraduate – This status begins when the enrollment deposit is received or waived.

> **Available Resources:** Including but not limited to campus computer access, Email, network storage, Moodle, WebAdvisor, Portal (inside.loyola.edu), Employee Payroll Records (via inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Enrolled Graduate – This status begins when the enrollment deposit is received or waived.

> **Available Resources:** Including but not limited to campus computer access, Email, network storage, Moodle, WebAdvisor, Portal (inside.loyola.edu), iModules, Employee Payroll Records (via inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Alumni – This status begins when a student graduates.

> **Available Resources:** Email, iModules, Employee Payroll Records (via iModules), and WebAdvisor. Alumni will have access to their G drive and Moodle for 120 post graduation.
>
> **Disabled Resources:** Including but not limited to campus computer access, network storage, Moodle, Portal (inside.loyola.edu), campus door access, and Fitness and Aquatic Center access.

Status – Former Undergraduate – This status begins when an undergraduate student withdraws from the University without attaining a degree.

> **Available Resources:** WebAdvisor.
>
> **Disabled Resources:** Including but not limited to campus computer access, network storage, Moodle, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Former Graduate – This status begins when a graduate student has not registered for a course within the previous 3 semesters, or an exception has been requested and granted.

Available Resources: WebAdvisor.

Disabled Resources: Including but not limited to campus computer access, network storage, Moodle, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Visiting\Exchange Student – This status begins when the enrollment deposit is received or waived.

Available Resources: Including but not limited to campus computer access, Email, network storage, Moodle, WebAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Suspended - This status begins when the student has been suspended from enrollment for any reason.

Available Resources: Including but not limited to campus computer access, Email, network storage, Moodle, WebAdvisor, Portal (inside.loyola.edu), Evergreen Card, and Library access.

Disabled Resources: Including but not limited to campus door access, Fitness and Aquatic Center access.

Status – Expelled – This status begins when the student has been expelled from the University for any reason.

Available Resources: WebAdvisor.

Disabled Resources: Including but not limited to campus computer access, Email, network storage, Moodle, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Deceased

Available Resources: None.

Disabled Resources: Including but not limited to campus computer access, Email, network storage, Moodle, WebAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

For Faculty:

Status – Part-time Affiliate – This status begins when upon the receipt of required new hire forms and within 42 days of the start date.

> **Available Resources:** Including but not limited to campus computer access, Email, network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Employee Payroll Records (via inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Part-time Affiliate Inactive – This status begins two years after the end date of the last class taught.

> **Available Resources:** None.
>
> **Disabled Resources:** Including but not limited to campus computer access, Email, network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Full-time Faculty – This status begins when upon the receipt of required new hire forms and within 42 days of the start date.

> **Available Resources:** Including but not limited to campus computer access, Email, network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Employee Payroll Records (via inside.loyola.edu) Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Voluntary Termination

> **Available Resources:** Faculty who leave the University voluntarily may request extended email access from their department chair or dean for a period of two months.
>
> **Disabled Resources:** Including but not limited to campus computer access, Email (see note above), network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Involuntary Termination

> **Available Resources:** None.
>
> **Disabled Resources**: Including but not limited to campus computer access, Email, network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Emeritus – Faculty members who have applied and received Emeritus status.

> **Available Resources:** Including but not limited to campus computer access, Email, network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Employee Payroll Records (via

inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Deceased

Disabled Resources: Including but not limited to campus computer access, Email, network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

For Employees:

Status – New Hire - This status begins upon the receipt of required new hire forms and within seven days of the start date.

Available Resources: Including but not limited to campus computer access, Email (see note above), network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Employee Payroll Records (via inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Voluntary Termination

Available Resources: Employees who leave the University voluntarily may request extended email access from their supervisor for a period of two months.

Disabled Resources: Including but not limited to campus computer access, Email (see note above), network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Involuntary Termination

Available Resources: None.

Disabled Resources: Including but not limited to campus computer access, Email, network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Agency Temps/Contractors/Consultants

Available Resources: Including but not limited to campus computer access, Email (will be provided upon request), network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Part-time Coaches Inactive – This status begins one year after the end date of their last pay date.

Available Resources: None.

Disabled Resources: Including but not limited to campus computer access, Email, network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Deceased

Available Resources: None.

Disabled Resources: Including but not limited to campus computer access, Email, network storage, Moodle, WedAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

For Friends:

Status – Active

Available Resources: Portal.

Disabled Resources: Including but not limited to campus computer access, Email, network storage, Moodle, WebAdvisor, Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Inactive

Available Resources: None.

Disabled Resources: Including but not limited to campus computer access, Email, network storage, Moodle, WebAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Status – Deceased

Available Resources: None.

Disabled Resources: Including but not limited to campus computer access, Email, network storage, Moodle, WebAdvisor, Portal (inside.loyola.edu), Evergreen Card, campus door access, Fitness and Aquatic Center access, and Library access.

Notes:

- When multiple roles apply, access will be granted for available resources defined in each role.
- For students attaining a degree, access to campus computers, personal network storage, and Moodle will remain in place for 120 days post date of graduation.
- “Computer Access” includes but is not limited to lab computer access, printing, wireless access, and Citrix applications.
- Personal data will be kept for 1 year after the loss of access and then destroyed.
- Students who transder will receive a hard copy of their latest last W-2.
- Terminated faculty and employees will receive a hard copy of their last pay advice(s) as well as a hard copy of their latest W-2.