

College Account Policy for Non-CC Staff Members

Every non-CC staff member issued a CCIT domain account will require a CC staff sponsor. The sponsor will be used for account verification and act as a liaison when the non-CC staff member requires CCIT support.

Domain account details are,

- College account passwords expire every 90 days. Non-CC staff will not have a way of changing the password, so the person will have to initiate a support request. This request should be routed through the CC staff sponsor.
- The CC staff sponsor should provide a date to which the account will no longer be necessary. This is an extra security step that will help in cases that the sponsor is no longer with Columbia College.
- When the CC staff sponsor requests the account, they should provide the non-CC staff members contact information and office location.