

Policy #: 01.002

Policy Title: ObieID Account Administration

Responsible Position for Policy: Chief Information Technology Officer

Office/Department Responsible for Policy: Center for Information Technology

Division Responsible for Policy: Office of Finance and Administration

Original Issue Date: 02/09/2021

Last Revision Date: 02/02/2022

Log of Previous Revisions: 02/09/2021, 11/08/2021, 02/02/2022

Policy Purpose

This ObieID Policy (“Policy”) sets forth the policy of Oberlin College (“Oberlin” or the “College”) with respect to the generation and assignment of network identifiers (“usernames” or “ObieIDs”) to individual members of the community. An ObieID is issued to each Oberlin College constituent who wishes to access technological services and resources.

This policy outlines the rules and practices by which the Oberlin College Center for Information Technology (CIT) will assign and maintain usernames on behalf of the College as part of its identity and access management plan.

Policy Statement

I. Username and Alias Creation for Individuals

- A. ObieID Username Format: Each eligible individual obtaining an account will have a unique ObieID assigned based on their names (legal first name, last name) as recorded by the College. All ObieIDs will be a maximum of 20 characters in length. The required naming pattern is as follows:
 - 1. The first initial of the preferred first name followed by up to 20 characters of the last name (e.g., arodriguez).
 - 2. The first initial of the preferred first name followed by up to 19 characters of the last name, followed by a numeric tiebreaker (e.g., arodriguez6).
- B. ObieID Reuse: ObieIDs are unique for all time and never reused or transferred to a different individual, even when the individual originally assigned is no longer affiliated with the College.

II. Username and Alias Creation for Groups

- A. ObieID Username Format: Each eligible group (department, organization, or student group) obtaining an account will have a unique ObieID assigned based on their organization name. All ObieIDs will be a maximum of 20 characters in length.
- B. ObieID Reuse: ObieIDs are unique for all time and never reused or transferred to a different group, even when the group originally assigned is no longer affiliated with the College.

III. Username and Alias Changes

- A. Changing an ObieID: Changing an ObieID often involves making coordinated changes to multiple information systems and may have unintended consequences due to technical limitations of some information systems. In general, changing an ObieID should be avoided, however CIT will change the ObieID for an individual upon request due to a legal name change, an offensive username, or for reasons of personal safety or confidentiality.

Scope

This policy applies to all individuals and groups affiliated with Oberlin College that require a digital identity be established to access information systems.

Definitions

ObieID: the series of letters and numbers which uniquely identify an individual to various information systems. A username is often referred to by the terms, “username,” “login,” or “account name.”

In Oberlin’s existing email system, the ObieID also functions as the email address when @oberlin.edu is appended (e.g., the username arodrigu becomes the email address arodrigu@oberlin.edu).

Administration

The Chief Information Technology Officer is assigned to administer this policy. This individual is responsible for keeping the policy up to date and coordinating a detailed review at least once every 5 years.