

POLICY

UNC-Chapel Hill Onyen Policy

Policy Statement

The UNC-Chapel Hill Onyen Policy consists of four pillars:

1. UNC-Chapel Hill will provide users with a unique log-in identifier to gain authorized access to University electronic resources. This sign-on, the Onyen, is unique to each individual and linked to the user’s Personal Identification Number (PID).
2. As the Onyen is unique to each individual user, no user will use another Onyen or provide their Onyen password to another person.
3. Eligibility to have an Onyen is based upon the user’s affiliation type (See Related Documents section for more information on affiliation types):

For SHRA and EHRA Non-Faculty Staff and other University Affiliates, Onyens and related access to University computing resources end once an individual is no longer employed by or affiliated with the University.

For faculty, Onyens and related access to University computing resources are removed sixty (60) days after the faculty member is no longer employed or affiliated with the University.

Student Onyens will remain active for a minimum of one-hundred and eighty (180) days after official affiliation ends. Because graduation dates vary from year to year, the following schedule will be used for expiration of student Onyens.

Exit or Graduation	Date Onyen will Expire
Spring Graduation or Exit during Spring Semester	December 1 st of same year
Summer Graduation or Exit During Summer Sessions	March 1 st of following year
Fall Graduation or Exit during Fall Semester	July 1 st of following year

Onyens remain active based upon a review of all affiliation types. Users with multiple affiliation types, past or present, will continue to have access if any affiliation type allows Onyen eligibility (For example, if an individual who is both

staff and student leaves employment, their student affiliation may continue and allow Onyen access). Notwithstanding the time frames set forth above, Affiliates may have their Onyen and related access terminated at an earlier date based upon operational need.

If a UNC-Chapel Hill Department has an ongoing business need for a user to have authorization and access to University computing resources after the end of their current affiliation (graduation, employment, or other existing affiliation), the Department may consult their Human Resources representative for options.

4. The Onyen is the University's primary authentication identifier and will be used whenever possible.

As a condition of being given access to UNC-Chapel Hill services via the Onyen, you:

- a. are responsible for any activity with your Onyen account;
- b. are responsible for your use of access including, but not limited to, any information that you make available to others;
- c. agree to use your access in a manner consistent with all applicable laws and University policies;
- d. agree not to use your access to disrupt the business of UNC-Chapel Hill;
- e. agree to use your Onyen for access only to systems for which you have current authorization;
- f. agree to protect the security of your Onyen and password;
- g. understand that information you store via Onyen access may be reviewed by UNC-Chapel Hill officials or others authorized by and consistent with existing law, regulation and policy;
- h. understand that UNC-Chapel Hill will not request your Onyen and password by email (and you will not provide it to anyone doing so);
- i. agree to immediately report any suspected compromise of your Onyen.

Exception: Some systems allow or require one user (generally an administrator) to act using an ID other than their own. Such use is not a violation of this policy when properly authorized, strictly limited in time and scope, and used only for the necessary and intended business purpose.

Purpose and Background

The Onyen (originally, the “Only Name You’ll Ever Need”) is a campus-wide identifier used to gain access to various electronic resources. The Onyen provides each University user with secure access and ensures proper authentication when used in accordance with this policy.

Audience

Anyone who is authorized to have an Onyen.

Compliance

Failure to comply with this policy may put University information assets at risk and may have disciplinary consequences for employees, up to and including termination of employment. Students who fail to adhere to this policy may be referred to the UNC-Chapel Hill Office of Student Conduct. Contractors, vendors, and others who fail to adhere to this policy may face termination of their business relationships with UNC-Chapel Hill.

Violation of this policy may also carry the risk of civil or criminal penalties.

Roles and Responsibilities

Users: Obtain and maintain the integrity of a single Onyen. Users will ensure their access is consistent with all applicable laws and University policies.

Information Technology Staff: Ensure systems comply with this policy with respect to authentication and authorization, and that Onyens are managed according to policy.

Definitions

Onyen – Originally the “Only Name You’ll Ever Need.” UNC-Chapel Hill’s campus-wide identifier used to gain authorized access to various electronic resources. Designed to be the electronic service key available to faculty, staff and students, each Onyen is associated with a single individual via their Personal Identification Number (PID). Each

Onyen is password-linked to allow access to secure connections for encrypted Web sessions and University-restricted access-services.

Personal Identification Number (PID) – Identification number assigned to all people with a University relationship (“Affiliates”), as defined by an official University department. Each PID is nine digits long and unique to an individual at UNC-Chapel Hill. The PID is designed to be the primary record keeping key for all departments within the University.

UNC-Chapel Hill Affiliate – UNC-Chapel Hill faculty, staff, students, retirees, contractors, distance learners, visiting scholars and others who require UNC-Chapel Hill resources to work in conjunction with UNC-Chapel Hill.

User – Any UNC-Chapel Hill Affiliate, or other individual, including campus visitors, with access to University information technology systems or services.

Related Documents

- [UNC-Chapel Hill Onyen Services](#)
- [UNC-Chapel Hill Guidelines for Creating a Strong Password](#)
- [Onyen FAQ](#)

Contacts

Subject	Contact	Telephone	Online
Policy Questions	Information Technology Services	919-962-HELP	help.unc.edu
Report a Violation	Information Technology Services	919-962-HELP	N/A

Document History

- Effective Date and title of Approver:
September 4, 2015. Vice Chancellor for Information Technology and CIO
- Revision and Review Dates, Change notes, title of Reviewer or Approver: 7/28/2016
Revised expiration schedule, revised for clarity, VC for Information Technology and CIO