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 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, other than for technical troubleshooting or development purposes, 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):

   Onyens and related access to University computing resources for SPA and EPA Non-Faculty Staff and other University affiliates ends 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 from the faculty member no longer being employed by 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.

<table>
<thead>
<tr>
<th>Exit or Graduation</th>
<th>Date Onyen will Expire (Next business day after)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Graduation or Exit during Spring Semester</td>
<td>November 30th of same year</td>
</tr>
<tr>
<td>Fall Graduation or Exit during Fall Semester</td>
<td>June 30th of following year</td>
</tr>
<tr>
<td>Summer Graduation or Exit During Summer Sessions</td>
<td>March 1st of following year</td>
</tr>
</tbody>
</table>

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.)

The Onyen and related access may be removed before affiliation ends as
determined by the University’s Office of Human Resources (for Non-Faculty Staff),
the Office of the Executive Vice Chancellor and Provost (for Faculty), the Dean of
Students (for Students) or the ITS Chief Information Security Officer, Deputy Chief
Information Officer, or Chief Information Officer (for any University-affiliated
individual with an Onyen).

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
when 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 that 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. agree not to use another Onyen or to provide your Onyen password to another
   person (other than for technical troubleshooting purposes);
h. 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;
i. agree to immediately report any suspected compromise of your Onyen.

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** – Formerly “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.
**User** – Any faculty member, staff member, student, temporary employee, retiree, contractor, outside vendor or visitor to campus (“Affiliate”) who has access to University owned or managed information or to the University network through computing devices owned or managed by UNC-Chapel Hill or through permission granted by UNC-Chapel Hill.

### Related Documents

- Information for Continued User Affiliation for Retirees and Others
- UNC-Chapel Hill Onyen Services
- UNC-Chapel Hill Guidelines for Creating a Strong Password
- Onyen FAQ

### Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Questions</td>
<td>Information Technology Services</td>
<td>919-962-HELP</td>
<td>help.unc.edu</td>
</tr>
<tr>
<td>Report a Violation</td>
<td>Information Technology Services</td>
<td>919-962-HELP</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### 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: N/A