



Digital Communications and Account Management



The ITP-3 Digital Communications Policy establishes the standards and procedures for managing digital communications and account access at Marshall University. Its purpose is to provide clear guidelines for the use, security, and administration of these systems while protecting sensitive information. **This guide is designed to help departing faculty and staff understand how their account access will be managed based on their status with the University.**

Account Creation

Faculty, staff, and affiliates receive one email account in the marshall.edu domain.

Permanent Assignment:

- Once created, the MUNet ID and email address are permanently reserved for that individual and will not be reassigned.

Account Creation Timing:

- When an employee role is assigned in Banner, the account is processed for creation 24 hours before the official employment start date.

Account Usage

Role-Based Access:

- Access to technology systems is assigned based on your role within the University.
- Privileges will change when your role changes.

Privilege Management:

- Requests for elevated, expanded, or removed privileges must be approved by the appropriate authority.

Annual Audit:

- MUIT provides role and privilege audit reports to supervisors every year.
- Supervisors are responsible for ensuring their team members have the correct access.

Account Termination

When your relationship with Marshall University ends—whether through retirement, resignation, transfer, or other changes—your email access will be updated. The following scenarios outline what may apply to you.

Faculty/Staff who are dismissed from their employment

Email access ends immediately on the last day of employment.

- The mailbox will be marked for deletion one month after last work date.

Faculty/Staff who resign or retire voluntarily from employment

Email access ends immediately on the last day of employment with extension available:

- Faculty may request up to 6 months of continued access with supervisor approval (not available for staff).
- The mailbox will be marked for deletion one month after last work date.

Faculty/Staff who retire from the University with Emeritus status.

Faculty/staff who retire with Emeritus status may request continued access to email and storage services.

- Human Resources approval of Emeritus designation is required.
- The account will remain active under emeritus status once approved.

Emeritus status must be received by MUIT BEFORE the last day of your employment.

For Your Awareness

Multiple University Relationships:

Individuals with more than one University affiliation (e.g., faculty who are also alumni or staff) will receive account specifications based on their primary role at Marshall University.

Requests for email copies must go through:

- Chief Human Resources Officer (CHRO) for staff
- University Provost for faculty

Email forwarding is not available.

Before Losing University Email Access

- Share New Contact Info:** Notify colleagues and update professional profiles.
- Set Up Personal Email:** Use it for future communication and linked accounts.
- Save Important Data:** Download emails, attachments, and contacts.
- Update Linked Services:** Change your email on journals, grants, and memberships if you plan to retain access.
- Plan Ahead:** Know your access deadline and request extensions if eligible.
- Set Auto-Reply:** Direct senders to your new email address.

Emeritus Status Request
Form



Full MUIT ITP-3 Data
Communication Policy



Scan or Click QR Code