



UNIVERSITY OF BRIDGEPORT

POLICY AND PROCEDURE

TITLE:	Temporary Email for Student Worker or Assistant
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POLICY STATEMENT:

Temporary staff email addresses (@myub.bridgeport.edu) may be provided for student workers or assistants completing tasks for University of Bridgeport departments. These email addresses are to be used for the duration of employment with access being removed immediately at the conclusion of employment.

The creation of temporary myub.bridgeport.edu email addresses enables student workers and graduate assistants to send email communication to faculty and staff on behalf of the department or office they work for separately from their student email accounts. This adds formality to these communications and ensures that work product is maintained properly. It also ensures that the emails will not be directed to recipients' spam folders.

PROCEDURE DETAILS:

1. When a new student worker or graduate assistant is hired, a request is made via Helpdesk ticket to Information Technology listing the exact days employment begins and ends along with the desired username and the student's relevant contact information at the University.
2. Information Technology creates a myub.bridgeport.edu staff email address for the student worker or graduate assistant that is accessible only for the duration of employment.
 - a. The student worker and graduate assistant is to be advised that communications via this email address must only be for their documented work with the department or office employing them.
 - b. When possible, the username will be the same as their student account to assist with login, with display name remaining their first and last name.
3. Upon conclusion of the student's employment, the student's access to this email account is removed.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

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|--|--|
| <input type="checkbox"/> UNIVERSITY CATALOG | <input checked="" type="checkbox"/> STAFF HANDBOOK |
| <input checked="" type="checkbox"/> FACULTY HANDBOOK | <input type="checkbox"/> STUDENT HANDBOOK |

DEFINITIONS:

EXCLUSIONS:

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Information Technology
Offices and departments with student workers and graduate assistants

HISTORY: N/A

EFFECTIVE DATE:	2024
RESPONSIBLE OFFICE (ONLY ONE):	Information Technology
REVIEW DATE:	Annually

APPENDIX:

N/A