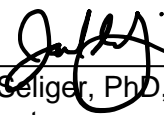


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 5/06 (formerly 2-E-800-01), 8/08,
7/13, 7/17

No: 2-E-500-01
Last Review Date: December 2022
Required Review Date: July 2025
Administrative Unit: Administration/
Enrollment Management

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Student E-mail and Computer Lab Access

PURPOSE: To allow Allen College students sufficient access to authorized e-mail and computer lab

EFFECTIVE FOR: Allen College Students

POLICY: Students are granted Allen College e-mail accounts and computer lab access while attending Allen College and for a designated time after graduation from Allen College.

PROCEDURE:

1. Students shall receive their Allen College e-mail address and password information prior to attending classes at Allen College. College ID Badges are distributed during orientation. The Allen College student ID badge permits computer lab access and access to UnityPoint – Allen Hospital as determined by the student's program.
2. Upon withdrawal, student e-mail and computer lab access will be terminated immediately. The badge is required to be returned to Enrollment Management.
3. Upon graduation from Allen College, students will be granted e-mail access through the end of the month of graduation. The student ID badge shall be returned to Enrollment Management.
4. Additional access may be granted in one-month increments per student request. This request must be made to the Enrollment Management office and needs to include a reason for the need of additional access. Access will be granted at the discretion of Allen College.
5. Please refer to the following e-mail related UnityPoint Health Policies found on the Allen intranet for more information:
 - Electronic Messaging
 - Encryption
 - Virus Detection