

SU account and access life cycle - Faculty, Staff and Students

This is a guide to help you get an idea of when you gain access and lose access to various accounts and services at SU.

When is my account created?

Applicant /Transfer:	Applicants and transfer students who have not yet been matriculated have GullNet accounts created at the time of application. This provides access to GullNet only.
Student:	Students receive their full SU accounts a few weeks prior to summer or winter Orientation 101 sessions, which gives them access to network login, email, etc. This occurs in June for the Fall semester, and in January for the Spring semester. Students who don't attend preview or who register after receive the information via regular mail after Preview. Non-degree students who register for classes in Summer/Winter are created within immediately (within 24-48 hours of admission).
New Faculty and Staff:	Accounts will be generated automatically once a contract is entered into GullNet by Human Resources. An email will be sent to the supervisor for staff or administrative assistant for faculty with login credentials. The Acceptable Use Policy and the Policy Receipt Acknowledgement MUST be completed in GullNet prior to gaining access to the full GullNet Menu.
Returning Contingent Faculty:	If returning within the 9 month grace period, email and network access will already be active. GullNet account will be re-enabled after the contract is signed, and an email will be sent to the faculty member stating GullNet access is re-enabled. If returning after the 9 month grace period, the contingent faculty member will be handled like a new employee.
Returning Contingent Staff:	Returning staff are handled like a new employee.

When Do I Gain Access To...?

MyClasses

Student:	Upon submitting the admission deposit, (DEIN), new students' accounts are created in MyClasses daily on working weekdays (M-F). Accounts are also created during the process of importing class enrollment from GullNet to MyClasses. Generally, one week before the start of classes, students will have access to course sites in MyClasses for any published course in which they are enrolled. It is important to note that the course instructor must publish the course for students to be able to access courses in MyClasses.
Faculty:	Each semester MyClasses course sites for all scheduled classes are automatically created based on the term schedule in GullNet.
Staff:	Staff accounts are usually created on a nightly basis through a report between GullNet and MyClasses.

Email

S t u d e n t:	Once you are term matriculated, for degree seeking students. This is generally immediately before Freshman and Transfer Preview, and students will receive their email information at Preview. This occurs in June for the Fall semester, and in January for the Spring semester. Students who don't attend preview or who register after receive the information via regular mail after Preview. Non-degree students who register for classes in Summer /Winter are created within immediately (within 24-48 hours of admission).
F a c u l t y:	Email is created when contract is entered by HR . Information is delivered to the department through inter-departmental mail.
S t a ff:	Email is created when contract is entered by HR . Information is delivered to the department through inter-departmental mail.

Class Lists

Student:	Class Lists are automatically generated from GullNet class rosters and appear in the Address Book one to two weeks prior to the start of the semester.
Faculty:	Class Lists are automatically generated from GullNet class rosters and appear in the Address Book one to two weeks prior to the start of the semester.

GullNet

Student:	This is created during the admissions process.
Faculty:	Created when contract is entered by HR . Information is delivered to the department through inter-departmental mail.
Staff:	Created when contract is entered by HR . Information is delivered to the department through inter-departmental mail.

Doors

Student:	Access is granted for students who are currently enrolled in courses. Door access will continue as long as student is enrolled in the upcoming semester. For students currently enrolled in Spring who have already enrolled in Fall, or currently enrolled in Fall and have already enrolled in Spring, will maintain access throughout the Summer or Winter semesters.
Faculty:	Access is granted on the contract start date.
Staff:	Access is granted on the contract start date.

Users will be able to access main campus buildings (AC, BL, CB, GC, DH, FH, HH, HS, PH, TE, and MC) according to the building's hours of operations. See [Building Codes and Hours](#) for individual building information.

For issues concerning door access please submit a ticket via <https://support.salisbury.edu>. Select GullCard/Door Access Support and choose the appropriate request type.

When do I lose access to...?



If you know that a faculty member is definitely NOT coming back, please email PSSecurity@salisbury.edu to let us know.

MyClasses

Student:	Two weeks after the last day of final exams, courses will close to the students. Only courses with at least one student with an incomplete will remain open. Accounts in MyClasses remain active for a grace period of 12 months following their last active semester, and are then subsequently disabled.
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Faculty:	Currently faculty continue to have access to all past and current classes in Canvas with limited editing functionality for past semester classes. However, content can be copied from past semesters to a new course to be taught in a future semester with full editing functionality.
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Email

Student:	Student Email and GullNet account access remains active for a grace period of 12 months following their last active semester, and are then subsequently deleted.
Faculty:	<p>Faculty have a 9 month grace period after the end of their contract before their AD account expires.</p> <p>Retired faculty and staff initially retain their email for three years. After the initial three years retirees will receive an email in the Spring asking if they wish to renew their email. If they do, the process repeats every three years.</p> <p>Please note that this does not include access to the Microsoft 365 Office Suite. Access to Microsoft 365 will be lost as soon as employee status is changed to retired.</p>
Staff:	<p>Staff lose access to their email upon separation from the university.</p> <p>Retired faculty and staff initially retain their email for three years. After the initial three years retirees will receive an email in the Spring asking if they wish to renew their email. If they do, the process repeats every three years.</p>

Class lists

Student:	Class lists are from the previous semester are moved from the Address Book after the start of the current semester.
Faculty:	Class lists are from the previous semester are moved from the Address Book after the start of the current semester. However, faculty can still send email to previous classes through GullNet by selecting the semester and class and using the Notification feature within the Class Roster.

GullNet

Student Applicants:	Student applicant GullNet accounts are deleted after 12 months unless they are admitted and matriculated students.
Student:	Student GullNet account access remains active for a grace period of 12 months following their last active semester, and are then subsequently deleted. Alumni looking for transcripts after the 12 month grace period can order them through the Registrar's office .
Faculty:	Faculty GullNet logins are disabled upon contract completion.
Staff:	Staff lose access to GullNet upon separation from the university.

Network

Student:	Student network account access remains active for a grace period of 12 months following their last active semester, and are then subsequently deleted. This includes P drive access.
Faculty:	Faculty have a 9 month grace period after the end of their contract before their AD account expires. Faculty AD accounts are deleted 6 months after being disabled. (15 months after contract expires.)
Staff:	Staff lose access upon separation from the university.

Doors*

Student:	Access is withdrawn for students who are not enrolled in any courses for the current or upcoming semester.
Faculty:	Access is withdrawn after last day of contract/employment.
Staff:	Access is withdrawn after last day of contract/employment.

*Door access for tenants of Seagull Square and some members of Athletics may vary based on dates set by Housing and Athletics.



Logging into SU computers after you retire or your contract ends

Once your contract ends or your grace period expires, you will no longer be able to log into SU computers with your SU username and password. If you need to log into an SU computer after that date, you can get a temporary login from the Library Circulation Desk in the first floor of the Academic Commons.

Faculty and staff who will be signing a new contract but are no longer within the 90 day grace period of their previous contract, or emeriti who need access to SU computer systems can have their SU department or delegated supervisor/representative submit a request for access on their behalf to the IT Department.

End of Contract Processing

20 days before contract ends, and again 7 days before contract ends, faculty and staff receives an email from PSSecurity titled "Salisbury University IT Access Change-please read"



Sample Email

Sample Email to Faculty/Staff (20 days & 7 days) before contract ends:

This correspondence is in regard to your employment contract with Salisbury University, Art department. The contract is scheduled to expire on 12/17/16.

If a contract renewal is in process and the appropriate paperwork has been submitted to the Human Resources or Payroll Office, please disregard this notice. If not, per legislative requirements, at the expiration of your contract your Salisbury University IT access will be disabled as follows:

- * Faculty - Gullnet account will be disabled, email and network access remains active for 9 months**
- * Staff - Gullnet, email and network accounts will be disabled**
- * Retirees - Gullnet account will be disabled; email access remains active for 3 years, with the option of renewal**

If you are anticipating that your employment contract is to be renewed, please contact your manager/supervisor to follow up on the status of this renewal. Please be advised that the appropriate paperwork MUST be received by either HR or Payroll PRIOR to your current contract end date to AVOID your computer account(s) being disabled.

If you have any questions about your contract renewal, please contact the Human Resources Office at 410-543-6035. If you have questions about the actual disabling of your computer accounts, please reply to this email.

The day after the contract ends, For faculty, GullNet access is disabled and faculty members are marked to have access expire for email (except for retirees/emeriti) and network access in 9 months. For staff, all access are disabled at the end of contract, except for retirees/emeriti, who keep their email access.

Related articles

Content by label

There is no content with the specified labels