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**Subject: Administration of Guest Wireless Network Accounts**

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**1. Purpose**

Tidewater Community College (TCC) provides wireless network access to employees, students, and guests. Students are provided access using their Virginia Community College System (VCCS) student email address; employees, including wage staff and adjunct faculty, are provided access using their TCC network id or their VCCS student email address. This policy provides guidelines for the creation, management, and administration of guest wireless access accounts at TCC.

**2. Policy**

Guests to TCC may be provided access to the TCC wireless network with prior approval from an Executive Staff sponsor or designee. Guest accounts shall not be shared with other guests without prior approval of the Executive Staff sponsor, or designee, or the Vice President for Information Systems.

**3. Responsibilities**

Guest wireless access account creation and management shall be the responsibility of the Vice President for Information Systems. Executive Staff members may designate a limited list of authorized wireless guest account managers for their campus or division by providing the name(s) of the designees to the Vice President for Information Systems. The designated individuals will receive training using the college's Wireless Access Password Manager for creating and managing guest wireless accounts. These individuals shall be responsible for the management of guest wireless accounts on their campuses or within their division. Failure to follow

the procedures for creating wireless guest accounts may result in the loss of rights to create and manager wireless accounts.

Guest wireless accounts shall be issued for no longer than ten (10) business days with the default time period being 24 hours. Wireless access requiring a period of longer than ten (10) business days, are required to be administered by the Office of Information Systems.

Guests shall abide by all applicable Commonwealth of Virginia, Federal, VCCS, and college policies, standards, and guidelines that relate to the security and acceptable use of college computers, network and internet access, information technology applications, data, and other IT resources.

#### **4. Procedures**

Guest wireless accounts are created and managed using the Wireless Access Password Manager. The following information is required to create the guest accounts: user's name and email address, the account begin and end date, and the company or organization of the user. The login id of the guest account will be the user's email address and a randomly generated password. The campus account manager can print and physically distribute the account creation and password or the information can be emailed to the guest requesting an account.

#### **5. Definitions**

There are no further definitions

#### **6. References**

[TCC Policy 5200 – Information Technology Security Program](#)

VCCS Information Security Standard 9.2 – Access Control

#### **7. Review Periodicity and Responsibility**

The Vice President for Information Systems shall review this policy annually and, if necessary, recommend revisions.

#### **8. Effective Date and Approval**

This policy is effective upon its approval by the College President on December 20, 2016.

Policy Approved:

Procedure Developed:

\_\_\_\_\_  
Edna V. Baehre-Kolovani, Ph.D.  
President

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Curtis Aasen  
Interim Vice President for Information  
Systems

## **9. Review and Revision History**

This is the first version of this policy.

The initial version of this policy was approved December 20, 2016, by President Baehre-Kolovani.