Statement on generic accounts

Non-nominative logon accounts are strongly discouraged.

In the event a “generic” email address is required, a resource only account (not able to be logged on) is created, and full permissions and “send as” rights are given to those individuals who need access. The Outlook profiles should then be modified to include the generic mailbox.

Another solution to a required generic email address is a global distribution (mailing) list with the members being those individuals who need to read the incoming emails to the generic address. The drawback with this approach is that responses then come from the individual, not the generic email address.

For temporary, student, or graduate assistant employees, a named account is still created. If the individual changes frequently, for instance, every semester for a student, we can rename the account with the new individuals first name and surname. In this case, the password must also be reset.