

University of Toledo Email Provision/Deprovision Flow

Student

Type	Description	Action	Default Email Address
Active Student	User has been fully admitted/accepted to The University of Toledo	Mailbox gets created at time of account activation and Office 365 license is assigned for Mailbox, One Drive, Skype For Business, etc. without Office ProPlus Download	Firstname.Lastname##@rockets.utoledo.edu (## indicates that a number will be added if an email address already exists.)
Registered Student	Student is registered for the current major term.	Mailbox gets created at time of account activation and Office 365 license is assigned (or new license gets assigned if UTAD account is active) for Mailbox, One Drive, Skype For Business, etc. with Office ProPlus Download	Firstname.Lastname##@rockets.utoledo.edu (## indicates that a number will be added if an email address already exists.)
Former Student	User has not taken any classes for 3 years and readmit date has been exceeded.	Office 365 license is applied with an inactive status and access to Office 365 resources are removed or denied.	Firstname.Lastname##@rockets.utoledo.edu (## indicates that a number will be added if an email address already exists.)
Alumni	User received a degree from UT 2009 or later	License is switched to Alumni license which provides mailbox only .	Firstname.Lastname##@rockets.utoledo.edu (## indicates that a number will be added if an email address already exists.)
Email inactivity	If password has been expired 6 months or greater, IT assumes that the email account is no longer being used and is removed from the system.	License is removed from user. All resources are removed	

Employee

Type	Description	Action	Default Email Address
Active Employee	User is an Active Employee according to ERP System	Mailbox gets created at time of account activation and Office 365 license is assigned (or new license gets assigned if UTAD account is active) for Mailbox, One Drive, Skype For Business, etc. with Office ProPlus Download	Firstname.Lastname##@utoledo.edu (## indicates that a number will be added if an email address already exists.)
Former Faculty	User is terminated from ERP System and account is extended 120 days to complete any academic work with students/research. (This was a request by the Provost's Office).	Mailbox and Office 365 License remain as if Active Employee.	Firstname.Lastname##@utoledo.edu (## indicates that a number will be added if an email address already exists.)

Former Employee (not Retiree)	User is seen in the Termination feed from Banner.	An Inactive Office 365 license gets applied to keep MB "active", but access is denied.	
Retiree	User has retired with 10+ years in Banner.	License is switched to Retiree license which provides mailbox only . All other resources (Skype of Business, OneDrive, etc.) are removed.	Firstname.Lastname##@utoledo.edu (## indicates that a number will be added if an email address already exists.)

Affiliate

Type	Description	Action	Default Email Address
Active Affiliate	User is seen an Affiliate in ERP System (this includes UT Foundation, UTP, Student Nursing Affiliates, etc.).	Mailbox gets created at time of account activation and Office 365 license is assigned (or new license gets assigned if UTAD account is active) for Mailbox, One Drive, Skype For Business, etc. without Office ProPlus Download.	First.Lastname##@utoledo.edu. (## indicates that a number will be added if an email address already exists.) Please note: Some affiliates do not receive email accounts.
Former Affiliate	User is seen in the Termination feed from the ERP System.	An Affiliate Inactive Office 365 license gets applied to keep MB "active", but access is denied.	

Mixed Role Rules

Type	Description	Action	Other Notes
Employee and Active Student	Follows rules as Active Employee in regards to licensing.		Default Email Address is first.last@utoledo.edu
Former Employee and Active Student	Follows Rules for Active Student.	Mailbox access is kept active.	Default Email Address is first.last@rockets.utoledo.edu
Former Employee and Registered Student	Follow Rules of Registered Student.	Mailbox access is kept active.	Default Email Address is first.last@rockets.utoledo.edu
Former Employee and Former Student	Follows rules for Inactive Employee or Inactive Student whichever comes last.		
Former Employee and Alumni	Follows Rules for Alumni.	Mailbox access is kept active.	Default Email Address is first.last@rockets.utoledo.edu
Retiree and Active Student	Follows Rules for Active Student.		Default Email Address is first.last@rockets.utoledo.edu
Retiree and Registered Student	Follows Rules for Registered Student.		Default Email Address is first.last@rockets.utoledo.edu