Purpose: Provide instructions to request, extend, and terminate a GCSC email account for adjunct faculty.

Process for New Adjunct Faculty E-Mail

1. Give the adjunct faculty member the handout; *Instructions for Getting an Adjunct Faculty E-Mail.*
2. Complete in detail the Network Authorization and the Security Training request items found in the FreshService Ticketing system. Tickets will be created the Technical Support team to address.
3. Inform the faculty adjunct to send the Network Authorization, User Acknowledgement statement of confirmation and email the Security training certificate to Information Technology Services Technical Support at the same time.
4. Inform the faculty adjunct member they are required to provide you with the printed documentation that indicates they have completed the Security Awareness training for division records.
5. The email should be created and available for use within three business days after receiving the faculty adjunct's security training certificate and filed out user acknowledgement to Information Technology Services. The requester of the ticket will receive an e-mail from the ITS Help Desk when this has been completed. The Adjunct Faculty member will see their new e-mail by logging into Lighthouse > Personal Information tab > View E-mail Addresses link.

Process for Continuing Adjunct Faculty E-mail

1. All adjunct email accounts will expire after grades are due after the summer semester of each year. Prior to this date, ITS will furnish each Division Chair with a list of active e-mail accounts.
2. The Division Chairs will indicate which accounts should remain active and send this information to ITS. All other e-mail accounts will expire.

Process for Removing E-mail for Terminated Adjunct Faculty

Division Chairs will immediately notify ITS Help Desk and Human Resources if an adjunct faculty member is terminated.

Adjunct Faculty added to College Outlook Groups

- GCSC
- Faculty
- Specific Academic Division; examples: Social Sciences, Language and Literature