



**INFORMATION TECHNOLOGY SERVICES
POLICIES AND PROCEDURES**

Policy Name: IQ.Web Account Policy

Policy Number: ITS-GEN-9999

Subject: IQ.Web Account Creation

Initial Effective Date: 1/31/06

Approval: _____

Last Revision Date: 02/23/06 LJC

I. DESCRIPTION:

It is ITS policy that students and faculty have IQ.Web accounts. The IQ.Web accounts are created by ITS where necessary.

II. PURPOSE:

This policy provides students and faculty with the ability to access information that is available through the IQ.Web portion of the PowerCampus system. Students are able to access their grades and financial information; faculty are able to review their class rosters and information about their advisees which will assist in the advising process.

III. SCOPE:

This policy applies to all students and faculty members.

IV. RESPONSIBLE PARTIES:

ITS is responsible for the creation of the accounts. For Accelerated Degree Program students, the Accelerated Degree Program office notifies ITS when new students start so that accounts can be created. New accounts for undergraduates are created at the beginning of each semester

V. REFERENCES:

Refer to IQ.Web Account Creation Procedure for detailed naming conventions and procedures located on the Jupiter drive, which is attached to this policy. Refer to the [Albright College Information Technology Services Ethical and Legal Practices Agreement](#).

VI. PROCEDURE:

.

VII. EXCEPTIONS: