

December 18, 2019

IT Contacts,

There has been some confusion about retiree accounts. Let us try to clarify, and we would appreciate you passing this along to any retiree you may have provided information to already.

On April 1, 2019, the ADUMS application will no longer be available. This means you will no longer be able to manage accounts in this system. Here's how different identity types will be affected:

- **Retiree Accounts**

- **These accounts will NOT be disabled in Active Directory (AD) on April 1, 2019.**
- Today, when an employee retires, an expiration date is set on their account. This date is normally set to October 31 of the following year (Up to two years access). On their expiration date, the retiree account is automatically disabled in AD. Network Managers have been given the capability, on request, to extend this expiration date by up to one year through ADUMS application. This capability will no longer be available after April 1, 2019.
- If access is required past the retiree's expiration date, the HR Affiliate process must be used. It is important that a real SSN is provided, if available, in the HR affiliate process to assist the automatic merging of the new affiliate identity with the existing retiree identity.
- **Since most retirees will probably have a correct SSN on file, automatic merging of the new affiliate identity and the existing retiree identity is expected.**
- If the new affiliate identity and the existing retiree identity do not merge correctly during the HR affiliate process, please contact the DoIT ServiceDesk and we can assist with merging the accounts manually.
- Once the new affiliate and the existing retiree identities are merged, the new affiliate account inherits the following from the existing retiree account:
  - Network Username and password
  - Email address (Email should not be lost!)
  - VIP ID and password
- All affiliates are managed through the HR system

- **System Resource Accounts**

- The only thing that changes about these accounts is that they will be managed through a new application provided by DoIT.

- **Administrative Accounts**

- These accounts will remain available but will be provided a new USC ID & VIP ID on April 1, 2019. Network Username, AD groups, and account passwords will remain the same.
- Management of these accounts will be provided through a new account self-service interface that will be available on April 1, 2019.
- The creation of these accounts will remain with the DoIT AD Administration team.

- **Guest Accounts (Non-Retirees)**

- These accounts will be disabled in AD on April 1, 2019.
- If access is required past April 1, 2019 and the person needing access is one of the affiliate types listed in [Univ. 2.50 policy on Affiliate Appointments](#), the HR Affiliate paperwork must be submitted prior to February 1, 2019. It is important that a real SSN is

provided, if available, in the HR affiliate process to assist the automatic merging of the new affiliate with the existing guest identity. If the person is not an affiliate type that is listed in Univ. 2.50, they should contact the DoIT Service Desk at (803) 777-1800.

- If new affiliate and the existing guest identity do not merge during the HR affiliate process, please contact the DoIT ServiceDesk and we can assist with merging the accounts manually.
- If the guest account was originally created with a pseudo-SSN, please contact the DoIT ServiceDesk to request the merging of the accounts manually after the HR affiliate process is complete.
- Once the new affiliate and the existing guest identity are merged correctly the new affiliate account inherits the following from the existing guest account:
  - Network Username and password
  - Email address (Email should not be lost)
  - VIP ID and password
- All affiliates are managed through the HR system

Please let us know if you have any questions and help us clear up any miscommunication that is circulating regarding retiree accounts. We can be reached at (803) 777-1800.

Thank you,

IAM Team