

## **ROHAN Usage Notes**

Information and Digital Technologies staff in the Library administer the ROHAN, WWW-ROHAN (the Academic Computing Web Server), NEWS-ROHAN, and MORIA servers located in EBA-111 at San Diego State University. The mission of ROHAN and its many services is to enhance the instructional mission at San Diego State University by providing to the Faculty, Staff, and Students of Academic Affairs and its affiliated departments and organizations academic computing resources for classwork and research. The web server will focus on items that assist academic users with their computing experience at SDSU, as well as other University Library resources. PROXY provides Internet access for the web server requests. The news server will provide additional enhancements for the instructional mission. MORIA provides access for specialized software and projects.

### **ROHAN Usage Exceptions:**

To verify a center, institute, department, etc. belongs to Academic Affairs and eligible for a ROHAN account, check the SDSU Phone Directory under Academic Affairs and its affiliated Colleges. Student Organizations must be a registered organization on campus to obtain an account. Check for registration at the Centers for Student Involvement website at <http://www.sa.sdsu.edu/studentinvolvement/studentorgs/list.html>.

Check exceptions below:

- UCO and TNS technical staff will be exceptions to the mission statement and can obtain accounts on ROHAN; includes personal, as well as class accounts for instructional workshops.
- Associated Students and Disabled Student Services staff will be exceptions with a justification as to how their use fits the mission statement.
- Everyone not covered above will be done on a Case by Case review with a justification.

### **Account Forms:**

The following items need to be done after a ROHAN account is added. If the request was received via email, printout the email request and treat it like a form.

- If the expiration date is other than 20200615, write the expiration date in the upper front corner of the form.
- Write the username and password on the back of the form or if class account, attach the printout to the appropriate application.

- If the user requested the account information via email, cut and paste the memo information (from the view command) into an email message and send to user.
- Otherwise, cut and paste the memo information (from the view command) into an Word document and place in an intercampus envelope addressed to the user. **Check for indication of location of pickups or MAIL when complete. Pickups are taken to LL-200 as requested.** MAIL is sent through the campus mail. If neither one is checked and an email address is provided, email the information. If no email address is available, mail account form.
- File the form in the appropriate binder alphabetically. Binders are organized into four types - faculty accounts (all accounts with expiration date of 20200615), class accounts (all accounts expiring at the end of the current semester), accounts with miscellaneous expiration dates (all other expiration dates), and department and/or student organization accounts.

### **Expiration Dates:**

Class accounts are valid for one semester.

Student accounts are valid for one semester past the time they are a registered student. This does not count Summer session. For example: If a student graduates in the Spring and they do not register for the following Fall semester, their account will be deleted at the Census Date of the next Spring semester.

Faculty/Staff accounts are valid for the duration of their employment at SDSU. Human Resources of all faculty/staff leaving the university sometimes notify us. At that time, if an account exists for an individual and IDT has no other instructions from the user, we delete it. See **Personnel Notification** below.

All other accounts will remain active unless we receive instructions to the contrary.

### **First-time Students:**

Once registered, first-time students can obtain a ROHAN account months before the semester starts via the Webportal.

### **Personnel Notification:**

When notified by a department or Human Resources of a person's departure from SDSU, the account can be deleted.

- Go through the Faculty/Staff account binder to find the paperwork for the account
- Delete the account. Write the word DELETED and the date it was deleted on the form. After a month, these forms are tossed in the recycle bin.

- Exceptions are forms that contain special instruction on the dispensation of the account should the sponsor leave. I.E. temp Faculty, retired Faculty, etc.