

# **POLICY & PROCEDURES MANUAL**

5. Microsoft LIVE email accounts will be created at the beginning of each term for new students to Wayland Baptist University who are registered for classes. The student will receive notification via U.S. mail regarding the email account, how to use the account, and the rules of use. Existing students will maintain their Microsoft LIVE email account for the duration of their enrollment at Wayland Baptist University. Upon graduation, the Microsoft LIVE account will be maintained as an alumni email account.
6. Blackboard accounts will be created automatically from PowerCAMPUS records and manually as authorized by the Office of WBUonline.

**Responsibility of Employees and Students who have Accounts** - Users may not leave a computer unmonitored and accessible if that computer is logged on to any network or database server ([see policy 6.1.4, Computer Use](#)).