

**Purpose**

This standard describes the convention used to generate MUN Login IDs.

**Scope**

This standard applies to the generation of all MUN Login IDs after the Effective Date.

**Definitions**

*MUN Login* – Memorial’s central authentication system comprising of integrated technologies including CAS, OpenLDAP and Active Directory.

*MUN Login ID* – the unique identifier used to identify a user to a computer system integrated with MUN Login. Also known as “username”, “user ID”, “login ID”, etc.

*MUN Login Account* – the combination of a MUN Login ID and password used to access systems that authenticate using MUN Login.

**MUN Login ID Requirements**

1. The naming convention for a MUN Login ID is:  
first initial + last name (e.g. John Smith -> **jsmith**)

If the convention above is already in use, the following formats will be used:

first name + last initial (e.g. John Smith -> **johns**)

first initial + middle initial(s) + last name (e.g. John Stewart Smith = **jssmith**)

first name + middle initial(s) + last initial (e.g. John Stewart Smith = **johnss**)

If a unique MUN Login ID cannot be generated, a number will be included to one of the above formats to ensure uniqueness (e.g. **jsmith5**, **johns3**).

2. An individual is assigned one MUN Login ID and that MUN Login ID will never be reassigned to another individual.
3. Changing a MUN Login ID involves making coordinated changes to multiple systems. In general, changing a MUN Login ID should be avoided. However, a MUN Login ID can be changed due to a legal name change, a change in marital status, or for reasons of personal safety or privacy. Please contact Information Technology Services ([help@mun.ca](mailto:help@mun.ca), 1-709-864-4595).

**Related**

- Password Standard

**Revision History**

Version	Date Reviewed	Reviewed By
1.0	June 1, 2015	IAM Advisory Committee

<b>Issued By</b>	Office of the Chief Information Officer	<b>Effective Date</b>	October 2015
<b>Target Audience</b>	Memorial University	<b>Review Date</b>	October 2017
<b>Approved By</b>	Shelley Smith, CIO	<b>Approved Date</b>	June 3, 2015