Georgia State University Policy

7.10.04 E-mail Directory

Policy Summary

A single directory of official institutional e-mail addresses is maintained, and any requirement for official institutional e-mail addresses must use this singular source.

Full Policy Text

A single directory of official institutional e-mail addresses is maintained, and any requirement for official institutional e-mail addresses must use this singular source. Deans and Vice Presidents are responsible for disseminating this information to their respective organizations. Individual users are responsible for complying with this policy and the associated standards that follow.

Administration of Policy

Mandating Authority: Administrative Council

Responsible Office(s):
Information Systems and Technology, 13th floor, Commerce Building, 3-4357

Responsible Executive(s):

Policy History

Approving Body: Administrative Council

Rationale or Purpose

A proliferation of various directories of institutional e-mail addresses will lead to inaccuracies and duplications. A single, known source will serve to ensure consistency and accuracy.

Additional Information

Standards

E-mail Address Directory: The E-mail Address Directory is retained as a part of the Person Registry which maintains the official e-mail address for an individual or group. The Person Registry is generated and maintained by Information Systems and Technology and contains information about employees and students that is obtained from the appropriate institutional enterprise
application. The Person Registry also can include information on external affiliates that have other
types of relationships with the university.

**Georgia State-Provided E-mail Address Assignment:** A Georgia State University CampusID is
assigned to each employee and student; the standard format is "first initial + last name" with a
numeric digit, if needed to make the CampusID unique. The official Georgia State email address for
employees is composed of this unique identifier followed by "@gsu.edu". The official Georgia State
e-mail address for students is composed of this unique identifier followed by "@student.gsu.edu."
For example, faculty member John Doe’s CampusID might be jdoe02 and his official e-mail address
would be jdoe02@gsu.edu. Student Mary Smith’s CampusID might be msmith25 and her official
e-mail address would be msmith25@student.gsu.edu.

**Activation and management of the Official Georgia State E-mail Address:** Students should
follow the procedures detailed at http://www.student.gsu.edu/network/email.html to activate and
manage their email addresses.

**Procedures**

**Determine Individual Official E-mail Addresses:** Query the University Campus Directory.

**Request a Set of Official E-mail Addresses for Further Processing:** Contact the Help Center at
(404) 413-HELP (4357) or help@gsu.edu

**Related Policies:** E-mail Broadcast Policy

Policy originally approved by Administrative Council September 3, 2003; Effective date October 1,
2003

**Additional Helpful Resources**