	DIRECTORATE OF INFORMATION TECHNOLOGIES USER AUTHORISATION PROCEDURE	Document No: Issue Date: Revision Date: Revision No: Page:	BIDB.PRS.001 11.05.2026 - - 1/2
---	---	---	---

PURPOSE

This procedure aims to ensure the effective use of Information Systems services by all administrative and academic personnel at Cyprus Aydın University.

2. SCOPE

This procedure covers the services provided by the Directorate of Information Technologies and all related assets and systems made available to the administrative and academic personnel of Cyprus Aydın University.

3. DEFINITIONS

3.1 CAU360: The University's Information Management System.

3.2 EBA: Education Information Network

3.3 Personal / Institutional / Shared Storage Area : The digital storage areas allocated to Cyprus Aydın University personnel.

3.4 Smart Classroom System: The integrated system consisting of Smart Boards, lecterns, projectors, and audio equipment installed in classrooms.

3.5 Active Directory: A directory service designed for Microsoft Server and Client computer systems that stores information related to servers, client computers, users, printers, and other network resources.

3.6 Security Group: Objects used to simplify the management of user accounts and to control and restrict access to and sharing of resources.

4. PROCEDURE


4.1 Personnel Registration

Upon completion of the recruitment and hiring process for administrative and academic personnel at Cyprus Aydın University, a personnel record is created in the CAU360 system by the Directorate of Personnel Affairs.

4.2 Creation of User Accounts

To enable personnel to access and utilize the University's Information Systems services, user and email accounts are automatically created by the Technical Support Unit of the Directorate of Information Technologies based on the personnel record in CAU360.

If a mobile phone number has been entered into the system, account credentials are sent to the user via SMS. Additionally, the Directorate of Information Technologies Orientation Guide is sent to the employee's institutional email address.

	DIRECTORATE OF INFORMATION TECHNOLOGIES USER AUTHORISATION PROCEDURE	Document No: Issue Date: Revision Date: Revision No: Page:	BİDB.PRS.001 11.05.2026 - - 2/2
---	---	---	---

4.3 Authorization and Security Group Assignment

After a personnel user account is created, the individual's Active Directory Security Group assignment is automatically completed based on synchronization processes linked to their position information recorded in CAU360. This synchronization is performed every four hours, and the authorization process is thereby completed.

4.4 Access Rights

Upon completion of the authorization process:

4.4.1 Administrative Personnel

Administrative personnel are granted access to: CAU360, eBA, E-mail Services, Personal / Institutional / Shared Storage Areas

4.4.2 Academic Personnel

Academic personnel are granted access to: CAU360, eBA, E-mail Services, Personal / Institutional / Shared Storage Areas and Smart Classroom System

4.5 Student Account Creation

Following the completion of the student registration process by the Directorate of Student Affairs, a “stu” Active Directory account is automatically created within one hour based on the student's CAU360 account information. Authorization is automatically assigned according to the student's Faculty, Institute, Vocational School, or School affiliation. Upon completion of the authorization process, the student is granted access to: University e-mail services, Wi-Fi network services.

Prepared By	Reviewed By	Approved By
Strategy and Quality Development Department	Secretary General	Rector
Signature	Signature	Signature