



## Account Eligibility Policy for Careers Systems

Version	Date	Authors	Notes
1	December 2020	Geraint Hughes	Draft policy for comments
2	January 2021	Oliver Laity	Proposal for comment and agreement
3	July 2021	Geraint Hughes	Policy finalised
4	October 2021	Geraint Hughes	Update on student status
5	September 2022	Geraint Hughes	Annual review and update of GBP

## 1 Introduction

This document outlines the various account types and eligibility for access to SEAS (Student Employability and Academic Success) systems where access is managed. This document covers access to:

- **Handshake** is a network designed to help current students and graduates of the University of Exeter to interact with employers and find jobs. Handshake is also used to manage Career Zone events, careers fairs and appointments for current students and graduates. Access to Handshake gives access to careers service such as events and appointments. When we add users, they will appear externally (if they choose a visible profile) as either current students or alumni.
- **Career Development Platform.** The platform is branded as **My Career Zone Digital**. This is a platform that hosts careers resources, online programmes and career development tools. Access to the platform gives access to online resources, learning tools, practice assessments and e-programmes. The platform was previously known as Abintegro.

## 2 Aims

This policy is intended to outline who can have access to SEAS systems and the management of accounts by SEAS such as when accounts are created, updated and closed.

## 3 Objectives

The objectives of this document are:

- To set out the principles of the account eligibility policy.
- To outline details of account types.
- To set out how the policy will be implemented.

## 4 Scope

This policy applies to all users of the systems managed by SEAS.

## 5 Policy

### People eligible for access to Handshake:

- All current SITS registered Undergraduate and Postgraduate students (including inbound Study Abroad students at the University for either a semester or a full year), with exclusions listed below. See appendix B for details regarding INTO student access. See Appendix C regarding partnership students.
- Graduates of eligible courses as outlined above.
- Staff who want access to help students can apply for a student account on the system.
- Staff accounts on system (admin functions) - where there is a legitimate need to access system, considered on a case by case basis. Access to management side only required for SEAS and selected other staff – principle of use.

- GBPs employed by the University who are not @exeter graduates

### **Not eligible for access to Handshake link to UoE:**

Accounts will not be created or approved for the following groups:

- Summer school students
- INTO Foundation, academic English and pre sessional students
- Alumni whose email is at another institution eg moved to PG study elsewhere (Can be set up if alternative email supplied)
- Alumni whose email is already in use on Handshake network (Can be set up if alternative email supplied)
- Career Mentors who are not @exeter alumni
- Staff and students from other institutions including visitors to the University
- University of Law students who are not @exeter alumni. University of Law students have their own careers service.
- Staff for their personal development needs (except where they are alumni). Access only permitted to assist students or graduates. Staff careers resources available from People Development.

### **People eligible for access to My Career Zone Digital:**

- All eligible students can access the platform using Single Sign on, apart from INTO pre sessional and summer school courses
- Graduates
- Career mentors who are not @exeter alumni
- GBPs who are not @exeter alumni
- University visitors on a case by case basis e.g. guests of SEAS.
- Pre arrival students to undertake specific online programmes prior to start of course.
- Admin accounts only available to SEAS staff and on a case by case basis as required.

## **5.1 Account Types**

### **Account types - Handshake**

- Student account (incl. graduates) – there may be restrictions on access to content such as appointments for graduates. Access to specific content based on service policies.
- Careers Service accounts for access to admin functions.
- Employer – for those advertising jobs on the system including staff who wish to recruit students or graduates – UoE staff can also be added to the Employer account so that they can advertise roles.

### **Account types – My Career Zone Digital**

- Student (SSO via @exeter.ac.uk and can be used by students and staff)
- Alumni (Personal email – request access)
- Employer (not used)
- Other (includes pre arrival students, Career Mentors)
- Admin permissions (for SEAS staff as required).

## 5.2 How accounts are added

### Handshake

- UGs, PGT and PGRs have accounts automatically added and updated through SITS data feed.
- Where past graduates wish to have an account that has not been set up they can use the 'Sign up here' option in Handshake. Applications are checked before approval.
- University of Exeter staff – can use the 'Sign up here' option in Handshake. Applications can then be checked before approval.
- Employer accounts administered by the Employment Services team.
- GBPs who are non-Exeter alumni need to complete an account application form.
- SEAS staff admin accounts - application form to be completed.

### My Career Zone Digital (current via SSO)

- Current students can sign in with SSO.
- Graduate accounts have been set up by Career Zone for all recent graduates. Other graduates may be able to self register. Graduates can apply for an account if not already on the system using an application form.
- Other accounts set up on an ad hoc basis by Career Zone.

## 5.3 Account changes and Deactivation:

- UGs (except INTO), PGTs and PGRs will have their accounts changed to Graduate on completion of their studies.
- INTO student accounts will be deactivated on completion of their course or on withdrawal from course.
- Interrupted students. Handshake accounts are automatically deactivated on interruption. We can reactivate these accounts on request so user has access to system but user will not be eligible for appointments while interrupted.
- Admin accounts will be closed when user leaves the University or moves to a post where this access is no longer required.
- Staff accounts will be deactivated on departure from University.
- Account activation is controlled by the student status in SRS and where users do not have an eligible study status, accounts may be deactivated. Users will need to contact their info hub to resolve the issue with their student record before the account can be reactivated.

## Policy appendices

### Appendix A: Admin access

Admin accounts will only be set up for users who are members of staff at the University of Exeter or who have a non-student Exeter IT Single Sign On. This is due to issues of having access to information on a University system. In some cases there may be legitimate circumstances where it is appropriate for accounts to be set up for others including students. In these cases there must be appropriate measures undertaken by the service requiring this change to usual practice. These are typically likely to be as a minimum, non-disclosure statement signed by the user and completion of Data Protection training. SEAS staff requiring admin access need to complete the new staff form. Staff from other departments need to contact the Information and Systems Manager via [careers@exeter.ac.uk](mailto:careers@exeter.ac.uk) to discuss.

### Appendix B: INTO access

INTO students do not have access to appointments.

INTO students studying **International Diploma** and **Postgraduate Diploma** have access to Handshake which includes access to jobs, events and the Exeter Award. Access also available to My Career Zone Digital.

**International Foundation students, Study Abroad with English and English for University Study** do not have access to Handshake. They do have access to My Career Zone Digital

**Pre-sessional English** students have no access to any Career Zone services.

INTO students have their account deactivated after they complete their course

### Appendix C: Partnership Students

Partnership students – have full student access to the Careers Service and systems.

### Appendix D: Visiting PGR Students

Visiting PGRs or students who are not registered on SITS, do not have access to Career Zone systems or services.

### Appendix E: Interrupted students

On interruption Handshake accounts are deactivated. They can be reactivated on request to Career Zone. Interrupted students are not eligible to book careers appointments. My Career Zone Digital accounts are not deactivated on interruption.

**Appendix F: GBPs who are non Exeter alumni**

GBPs who are not Exeter alumni have access to My Career Zone Digital and can apply for access to Handshake using the account application form.