


PROCEDURE MANUAL

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	Last Revision Date:	04/13/2026	
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Last Review Date:		04/13/2026	
Section:	Technology	Subject:	Enterprise Application Inactivity Expiration

PURPOSE

The purpose is to outline the procedure Arizona Western College's (AWC) Information Technology Services & Support (ITSS) uses to define the timeframe in which Enterprise Application UI sessions will expire due to inactivity to ensure the security of institutional data and prevent unauthorized access.

SCOPE

This procedure applies to all users of AWC technology assets including employees, students, volunteers and contractors.

PROCEDURE

1. Definition
 - 1.1. Enterprise Application (Colleague) inactivity is the absence of data transactions being submitted by a user, using the User Interface (UI), to the Colleague transactional database.
 - 1.2. Submitting data transactions means the user has searched or reviewed data, saved data input, or initiated a process.
2. General
 - 2.1. The expiration timeframe due to user inactivity for Colleague UI is set for 30 minutes and Self Service is 15 minutes.
 - 2.2. A period of user inactivity longer than the allocated time will result in the user automatically being logged out of the existing Colleague session.
 - 2.3. Processes running (whether in a background mode or in the current session) when the timeout occurs will continue to complete.
 - 2.4. Any record which had been left open when the session ended will be cleanly released for access by other users.
 - 2.5. The user whose session was logged off may immediately log into Colleague again, up to the limit of allowed connections for the individual user.

HISTORY

IT Reviewer Name	Update Date	AWC Reviewer	Approval Date
Tyler Vodehnal	1-24-2023	Dr. Daniel Corr	5-23-2023
Scott Estes, Caleigh Flores, Tyler Vodehnal	11-20-2023		
Tyler Vodehnal	04-01-2024	Ashley Herrington	04-01-2024
Scott Estes, Tyler Vodehnal, Mercedes Soto	2/4/2025	Dr. Daniel Corr	05/06/2025
Scott Estes, Tyler Vodehnal	02/04/2026	Dr. Reetika Dhawan	04/13/2026