PROCEDURE MANUAL

![Arizona Western College logo] **ARIZONA WESTERN COLLEGE**	**PROCEDURE 223.10**	
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	Last Revision Date:	03-21-2022
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Section: Technology	**Subject:**	Colleague Inactivity Expiration

PURPOSE

The purpose is to define the timeframe in which Colleague UI sessions will expire due to inactivity.

PROCEDURE

1. Definition
   1.1. 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 is set for 1800 seconds (30 minutes).
   2.2. A period of user inactivity longer than 30 minutes 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 is 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.
3. Exceptions
   3.1. Exceptions to this procedure may be granted by the Chief Information Officer (CIO) on a limited, case-by-case basis, with appropriate justification and approval by the employee's manager.