

EDINBORO UNIVERSITY OF PENNSYLVANIA - UNIVERSITY PROCEDURE

Verification of Student Identity in Distance Education

OBJECTIVE:

The Higher Education Opportunity Act (HEOA) requires that institutions offering distance education or correspondence courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit.

The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations;
- New or other technologies and practices that are effective in verifying student identification.

PROCESS:

Secure Username and Password

Edinboro University meets these requirements by assigning a secure username and password that is unique to each student. All students at the undergraduate and graduate level receive their username and password from the respective office of admission via the US mail. Each student upon receipt of the randomly generated password may establish their own password using one of the available password management tools. All passwords must meet the following criteria:

- A password must be at least 8 characters long
- It must contain at least 1 upper case character
- It must contain at least 1 lower case character
- It must contain at least 1 number
- It cannot contain spaces
- It cannot contain any part of your username, first or last name

All student account passwords expire after 180 days and their current password life, in days remaining, is displayed when they login to the campus portal. A student can change or reset their password anytime using one the appropriate password management tools.

Students must use their secure username and password to access the University's Learning Management System, D2L.

Personally identifiable information collected by the university may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that their myEdinboro password be reset may be asked to provide approximately 10 or more pieces of information for comparison with data on file. The student may also report to the EU Technology Help Center in person with a photo ID for verification.

Students are responsible for providing complete and true information in any identity verification process, in accord with Policy A012, Disciplinary Procedures and Student Code of Conduct. The Student Code of Conduct and Judicial Procedures document states:

Misuse of Identification/Records: The forgery, alteration, misuse, or unauthorized possession of documents, records, or instruments of identification. *This includes falsification of information or records submitted to a University official or office.*

All users of the University's myEdinboro and D2L (learning management system) are responsible for maintaining the security of usernames, passwords and any other access credentials assigned. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. Users are responsible for any and all uses of their account. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent Computing, Networks and Telecommunications (Policy C057), University Catalogue, Student Handbook, and Code of Conduct and Judicial Procedures.

The Family Educational Rights and Privacy Act (FERPA) govern student records access and underpin Edinboro University's policy A002, Confidentiality and Privacy of Student Records. This policy effectively safeguards the privacy of student records at the University. Access to student records via the University's administrative database (Banner) is controlled and reviewed periodically for appropriateness. The Registrar, as the records custodian for the University, reviews requests for access and weighs the "educational need to know" in all situations when granting access to student records. The Registrar conducts FERPA training across the University each year to ensure that all employees are aware of the laws governing access to and the release of student information.

Information related to allowable public information and student rights is available from the Registrar's webpage. Students are notified of their rights and responsibilities under FERPA each semester via email, print publications, and website publications.

Failure to read university policies, guidelines, requirements and regulations will not exempt users from responsibility.

Approved by: Dr. Julie E. Wollman, President



Effective Date: January 8, 2014

Review Date: As required