

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. AR-5.20**

**TITLE: Verification of Student Identity Regulation**

**I: GENERAL**

**DEFINITION:** The purpose of this regulation is to ensure that Eastern operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315 that requires the verification of student identity in distance education. The Regulation establishes identity verification procedures for students enrolled in distance education courses.

**SCOPE:** This regulation applies to all credit-bearing distance education courses or programs offered by Eastern West Virginia Community and Technical College (Eastern).

**AUTHORITY:** United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315; Higher Learning Commission FDCR.A.10.050. Eastern BP 6.13 Security of Information Technology; Eastern AR 6.16 Information Security.

**EFFECTIVE DATE:** March 10, 2020

**II. PROCEDURES**

**Verification Methods**

Eastern uses a secure login and complex password to ensure that the student who registers for a course is the same student who participates in the course.

- Students receive a unique Student ID Number and secure network account that is linked to the Student ID Number.
- First time users must establish their identity by visiting the Password and Account Management Portal (BANNER) to change their temporary password and establish security questions. Users can manage their password resets through this Portal using their secure questions. More information about Eastern's usernames and passwords can be found at
- <https://www.easternwv.edu/current-students/blackboard>.
- If a student requires assistance with their username and password, the Technology Services Help Desk requires three forms of identity to verify before proceeding with a telephone request. Possible identifiers are: Student ID Number, Birthdate, Last 4 digits of Social Security Number, Home Address, and Home Phone Number. During an in-person request, the student's identity is verified with their Student ID Card which contains their picture and Student ID Number.
- Students are required to authenticate each time they log into BANNER, Blackboard, or the college network to access their data and course(s).

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- All online course work that is graded or contributes to a student's grade is submitted via a system that verifies a student's identity through a unique and secure login.

### **Student Privacy:**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the confidentiality of education records. Eastern ensures FERPA rights of their students through the following methods:


- Students gain access to their education records and courses through a secure login with their unique username and complex password.
- Students can manage their password resets through the Password Portal using their secure questions.
- Eastern has installed up-to-date network security that safeguards against unauthorized access that could threaten student privacy. This includes Firewalls, and Anti-Virus Software.
- Strict identify verification methods are employed by the Technology Services Help Desk as described earlier in this document.

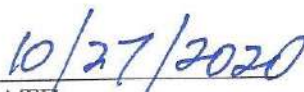
### **Fees**

Eastern does not charge additional fees for student identity verification. In the event any verification fee is needed, it will be posted on the course registration site to provide an advance alert to students.

### **III. Implementation:**

The Chief Information Officer is responsible for administering the provisions of this regulation and the State of West Virginia Information Security Guidelines.

  
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PRESIDENT'S SIGNATURE

  
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DATE

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