Tompkins Cortland Community College

Online Student Identity Verification Protocol

Student Identity Verification

Online classes at Tompkins Cortland Community College (TC3) are offered via the college supported online learning management system (LMS). Students are required to log into the system using their college assigned credentials. Tompkins Cortland maintains a secure process for managing user accounts and passwords.

In order to have an account and password students must be registered in our student information system (SIS). Course registration automatically produces a record of enrollment in SIS. Our admission and registration processes collect important and confidential information from our students, including their social security number, demographic, residence, dat residence

which ensures students have access to only the courses that they are enrolled in.

Authentication to the LMS is made with the μst v š [• u Ç d ï µ • Œ v u To ensure the X security of this information, Z u Ç d ï µ • Œ v u v ‰ • • Á } Œ] v (} Œ u š] } v] • u] o home address or given to the student in person after registering for classes. Students must prove their identity when requesting password resets at the help desk. Alternately, they may reset their password online by answering a series of challenge questions they set up when initially accessing their account

Protection of Student Privacy

All processes related to the verification of student identity for online course access are automated, protected by campus database security, privacy policies and procedures, and in compliance with FERPA regulations. d Z } o o P [• } u ‰ µ š Œ v / v (} Œ u the }]] Information Security } o] Ç v Protocol are comprehensive documents that provide rules regarding student privacy and delineate multiple strategies employed by the Campus Technology Department in protecting institutional information.

Charges Associated with Identity Verification

There are no charges to students associated with identity verification.

Responsibility for Identity Verification

Campus Technology is responsible for the consistent application of the automated processes related to student identity verification for online courses.

Campus Technology consistently reviews and adopts best practices to insure the verification of student identity.