

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 9.1.3

Title: Verification of Student Identity	
Originated by: Vice President Instructional Services	
Originated Approver: President/Board of Directors	Originated Date: 8/10/2009
Revised by: Dean of Student Services	Revised BOD Date: 3/30/2021
Reviewed on: 8/2009; 3/2017; 3/2021	

Policy Statement: This policy ensures that Manhattan Area Technical College 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 or correspondence education. All methods of verifying student identity in distance education must protect the privacy of student information. The student must be notified of any projected fees associated with student identity verification. Responsibilities for the consistent application of student identity verification procedures must be clearly stated and described.

Verification Methods:

- The College 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.
- During the Admission's process, each student receives a unique Student ID Number.
- Upon matriculation, each student receives a unique and secure network account that is linked to the Student ID Number. This network account is used to authenticate into the College's Learning Management System, Canvas, as well as other major applications i.e. MATC Online, Email, etc.
- First time users must establish their identity by visiting the Password Reset Portal to set up a complex password. Users can manage their password resets through this Portal by having a unique security code sent to them using their email or a mobile number.
- If a student requires assistance from the College's IT Help Desk that requires access to any student information, three forms of identity must be verified before proceeding with a telephone/email 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 that contains their picture and Student ID Number.
- Students are required to authenticate each time they log into the Learning Management System to access their course(s).
- 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. For courses delivered through interactive video, the identity of the students is verified visually by the instructor.

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Student Privacy:

- The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the confidentiality of education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. The College ensures FERPA rights of 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 this Portal by having a unique security code sent to them using their email or a mobile number.
- The College has installed up-to-date network security that safeguards against unauthorized access that could threaten student privacy. This includes an Intrusion Prevention System, Firewall, and Anti-Virus Software.
- Strict identity verification methods are employed by the College's IT Help Desk as described earlier in this document.

Fees:

HLC mandates that students must be informed at the time of registration of any costs associated with identity verification procedures. The College does not charge students for the use of any identity verification technology.

Compliance and Update Statement:

The College will implement new or other technologies and practices that are effective in verifying student identification in accordance with federal and state regulations when financially feasible and available. The College will make every possible attempt to protect student privacy and will report any student who has falsified any documentation. Incidents will be reported to the Office of the Inspector General of the U.S. Department of Education.