IDENTITY VERIFICATION ADMINISTRATIVE PROCEDURE 7310

I. IDENTITY VERIFICATION
   A. Students are required to login into the student portal and follow the prompts to create a secure password.
   B. Students are not permitted to share username and password information with others.
   C. All college communication to students, including digital communication, is only accessible using a unique, secure username and password.
      1. Students access the college learning management system using their assigned username and student-generated password.
      2. The authentication process protects the privacy and security of student information.
   D. Students must check-in and provide proof of identity using photo identification in the form of their student ID card or government issued identification before starting a proctored exam or quiz at the college testing center or online testing services. There is no additional cost to the student for this service.

Policy Contact: Vice President, Student Services
Approved by (Department/Body): Dr. Chad Hickox, President
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Last Reviewed/Revised on: ________________________________