

## **IHCC Policy 3.2 Electronic Signature Policy**

### **Policy Statement**

Inver Hills Community College recognizes an electronic signature as a valid signature from faculty, staff, and students. Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, etc. Faculty and staff use electronic signatures for submitting grades, completing administrative forms, logging into campus computers, accessing protected data through custom web applications provided by the college, etc.

An electronic signature is considered valid when one of the following conditions is met:

**Condition 1:** Student/Employee ID and personal password  
a. Institution provides student or employee with a unique ID number  
b. Student or employee set their own password  
c. Student or employee log into a secure site using both the ID and the password

**Condition 2:** Campus network username and password  
a. Institution provides student or employee with a unique username  
b. Student or employee set their own password  
c. Student or employee log into the campus network and secure site using both the username and the password

It is the responsibility and obligation of each individual to keep their passwords private so others cannot use their credentials.

Once logged in, the student or employee is responsible for any information they provide, update, or remove. Inver Hills Community College will take steps to ensure both the PIN and password are protected and kept confidential. They are also responsible for logging out of all systems.

### **Related Documents:**

- FERPA U.S.C. 1232g
- FERPA 34 CFR Part 99
- MGDPA Chapter 13
- 60 Fed. Reg. 21670

**Responsible Administrator:** Vice President of Student Affairs

### **Policy History:**

Date of adoption: NA

Last Revision date: NA

Date most recent policy revisions go into effect: 05/01/2006

### **Date and Subject of Revisions:**

11/21/2016 – changed to new template