# East Stroudsburg University of Pennsylvania
# Procedure for Verification of Student Identity in Distance Learning Courses/Programs

**Statement**

This procedure applies to all credit-bearing distance education courses or programs offered by East Stroudsburg University. The purpose of this procedure is to ensure that ESU operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education courses and programs.

The HEOA requires that institutions offering distance education or correspondence courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. As such, ESU utilizes the following username and password procedures to verify a student's identity in a distance education course or program.

**Compliance**

East Stroudsburg University issues a secure username and password that is unique to individual students. All students at the undergraduate and graduate levels receive their username and password from the respective office of admission via the US mail and the information is also sent to their personal email used at the time of application. Each student must establish their own password using the available management tools. All passwords follow the strong password criteria:

- must be between 8 and 14 characters long
- must include 1 uppercase character
- must include 1 lowercase character
- must include either a symbol or a number
- cannot contain any part of your *username*, *blank spaces*, *commas* or *colons*

All student account passwords expire after 180 days. An email is sent to students within 7 days of the password expiration date to remind students to reset their passwords. Subsequent reminders are sent periodically to students thereafter. A student can change or reset their password anytime using the appropriate password management tools.

Students are responsible for providing their complete and true identity information in any identification verification process. All students are required to present their E-Card or an official federal/state picture ID (e.g. driver's license or passport) when using university services. It is against University policy for a user to give someone his or her password or to allow others to use his or her account.

East Stroudsburg University currently uses D2L as its learning management system. The D2L system integrates with the University authentication services to ensure appropriate and secure student access to courses and other Student Information Systems. All users of the University's

learning management system are responsible for maintaining the security of their ESU ID and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

East Stroudsburg University complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. This act protects the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. Additional information on FERPA and student record access can be found at: http://www.esu.edu/ferpa.

**Responsible Offices**

ESU system access and authorization procedures are established and maintained by Computing and Communication Services. The Center for Teaching with Technology offers assistance to faculty in the pedagogical and technical implementation of the learning technologies available at ESU such as D2L, the current learning management system. Both offices collaborate and share responsibility for ensuring compliance with the aforementioned procedure.