

**FLORIDA NATIONAL UNIVERSITY**  
**POLICY FOR STUDENT IDENTITY VERIFICATION IN DISTANCE LEARNING**

*Effective Date: March 1, 2018*

**I. Purpose and Scope**

This Policy for Student Identity Verification in Distance Learning (the “Policy”) applies to all credit-bearing distance education courses or programs offered by Florida National University (the “University”), beginning with the application for admission and continuing through to a student’s graduation, transfer, or withdrawal from study at the University. The purpose of this Policy is to ensure that the University operates in compliance with applicable legal and accrediting agency requirements concerning verification that each student submitting assignments, taking exams, and receiving a final grade in a course is the same student who originally enrolled in the course.

This Policy applies to every student enrolled in a distance education course or blended course that includes a distance component, and in each other situation in which a student accesses Blackboard or another learning management resource to participate in a course, submit assignments, or take exams.

**II. Secure Login and Password Process**

In order to verify the identity of students and other persons accessing University systems, the University has implemented a secure login and password process governing access.

All new students at the University are provided a unique username for secure access to University systems, including distance learning systems. Once new students complete the enrollment process and receive their class schedule, the University’s identity management system generates the student’s credentials for their email account and other applicable systems. The system also automatically creates a student [fnu.edu](mailto:fnu.edu) email account for the student. This email address will also be the student’s username for any learning management systems used by the University. The system also generates an initial password for the student, which the student must change upon first login. It can take up to 48 hours to generate the student’s credentials.

As part of setting up the student’s account, the University’s identity management system requires that the student create two (2) secure questions and answers to be used in the event that the student forgets, or for other reasons needs to change, his or her password.

Students are responsible for providing their complete and true identity information in any identification verification process used by the University. No student shall give his or her password to anyone else, nor shall any student allow another to use his or her account. Students are responsible for changing and creating their own password immediately upon their first login to any system used by the University. The student’s username cannot be changed after it has been created.

**III. Prohibition on Sharing Credentials and Attempting to Gain Access**

The University uses a learning management system that integrates with the University’s authentication services, to ensure appropriate and secure student access to courses and other information systems. All users of any learning management or other system used by the University are responsible for maintaining the security and privacy of their username, password, security questions, and any other login credentials. Attempting to discover another user’s password or attempting to gain unauthorized access to a system, account, or another person’s files or email account is prohibited.

*Students may not share their username, password or other credentials with any other person, even if they are not affiliated with FNU. Sharing this information with anyone may result in disciplinary action.*

For additional important information and requirements, please see the University’s Acceptable Use Policy, including the sections on Passwords and Access Control and Prohibited Activities, which can be found in the University Catalog.

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Students are encouraged to add a photograph to their Blackboard user profiles. These photographs are visible in areas of the course, including the discussion portal. Live audio and video of students interacting in the course is also a feature of the learning management system. Students participating in a given course will be able to see the names and photographs (if added) of their fellow classmates.

Since technology and personal accountability are not always an accurate way to ascertain a student's identity, the University reserves the right to use alternate means where deemed necessary, including through in-person appearance, the confirmation of information on file, or the use of visual verification methods. This may include the use of a virtual proctoring service during completion of certain exams and other assignments.

Any methods used to verify a student's identity will be conducted on a one-on-one basis or in another way that protects student privacy and safeguards personally identifiable information.

There are no additional charges associated with the secure login and passcode verification process contained in this Policy. At this time, there also are no additional charges associated with other potential verification methods; however, FNU reserves the right to implement such charges if necessary, and will notify students of any projected charges at the time of registration or enrollment.

#### **IV. Agreement to the Policy**

By accessing any University systems, students expressly agree to keep confidential and not share with anyone else their username, password, security questions, or other access credentials, and to otherwise abide by this Policy, including as it may be amended from time to time.

#### **V. Changes to this Policy**

This Policy will be administered and enforced by the Registrar's Office in conjunction with the Online Learning Department. This Policy may be changed at any time by the University, and in a manner determined by the University. Once changed, the revised Policy shall immediately become the official Policy of the University with respect to verification of student identity in connection with distance learning. The University will notify you when this Policy is amended, and it is your responsibility to stay up to date on the most current version, which can always be obtained from administration.

**IF YOU HAVE ANY QUESTIONS ABOUT THIS POLICY, PLEASE ASK ADMINISTRATION FOR ASSISTANCE.**

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