

Verification of Student Identity for Online/Distance Learning	
Version: 4	Effective Date: 1/1/2017

Verification of Student Identity for Online/Distance Learning

Purpose:

The policy and procedures below are designed to comply with the [Higher Education Opportunity Act \(HEOA\)](#), concerning verification of student identity in distance learning or online learning.

Scope:

The policy applies to all students in all credit-bearing, online/distance education courses offered by LMU, beginning with the application for admission and continuing through a student's graduation, transfer or withdrawal from the college. All methods of verifying the student's identity must protect the privacy of the student.

Policy:

All credit-bearing courses and programs offered through online learning or distance education must verify that the student who registers for an online or distance education course or program is the same student that participates and completes the course to receive academic credit.

Procedure:

Online learning / Distance Education

The verification of a student's identity begins at the time of admission and the first-course registration. After a student has been through the admission process and is accepted to attend, LMU's Information Technology department is responsible for creating secure, unique login and password for the accepted student.

Both the LMU Office of Admissions and the LMU Office of the Registrar maintain

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student biographic, demographic, admission and enrollment records in the LMU Student Information System (SIS). This authoritative data is replicated into the LMU Identity Management system (IDM), which creates LDAP authentication records in addition to authorization, controls in the LMU hosted Canvas Learning Management System (LMS). Access to the LMS requires valid LDAP credentials in addition to an official class registration.

All sensitive data, including FERPA-governed and enrollment related records, are presented to students via encrypted transport methods, predominantly HTTPS. Access to such information requires valid LDAP credentials, in addition to authorization controls within the LMS and SIS. As noted, authorization controls are primarily dictated by enrollment records within the SIS.

When students log in for the first time, they are prompted to set up multifactor authentication (MFA). MFA allows users to secure their accounts better and is required to log into the system. Once MFA is set up, the student will be asked to provide a phone number or email address to allow electronic retrieval of their password if the student forgets their password. Students may reset their password by visiting the 'password reset' link in the LMU Portal, namely <https://passwordreset.microsoftonline.com>. The full procedure and password specifications are contained therein.

If a student cannot access the phone number or email address they provided, they are required to submit valid credentials to the LMU Information Services Helpdesk to reset their password.

Students are responsible for maintaining the security of their login information and password. This information may not be shared or given to anyone other than the person to whom they were assigned. Users are responsible for any use and activity of their account.

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All students taking online courses are using Canvas, LMU course management system, which requires secure usernames and passwords.

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LMU's distance learning classrooms use video conferencing technologies to deliver instruction. This technology provides visual identification as well as the secure username and passwords.

Inquiries:

Direct inquiries regarding this policy to:

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