9.4.1 Electronic Signature Guidelines

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Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff may use electronic signatures when submitting forms and reports and/or grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system, and accessing 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 Log in ID and Personal Identification Number (PIN)

- Institution provides student or employee with a unique PIN
- Student or employee sets his or her own PIN
- Student or employee logs into a secure site using both the Log in ID and PIN

Condition 2: Campus Network Username and Password

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password
- Student or employee logs 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 his or her PIN and password private so others cannot use the individual's credentials.

Once logged in, the student or employee is responsible for any information that he or she provides, updates, or removes. The college will take steps to ensure both the PIN and password are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

These procedures are in addition to all applicable federal and state statutes, policies, guidelines, and standards.