Student Identity Verification Policy

Ensuring Student Identity Verification

SANS Technology Institute has procedures in place to verify that a student who registers for a course or program is the same student who participates in and completes the course or program for academic credit, regardless of the course being taken through distance education or in person.

Students can only access online courses by logging into their portal account using secure user id and password credentials. Students taking examinations as part of course requirements are required to take the exam at a proctor center. A student's identity will be authenticated at the time of the exam at the testing center. Two forms of identification are required for admission into the examination center. The first form of ID must include a picture, signature and must be government issued. The second form of ID must include a signature. Once authenticated at the center, students must log on to their SANS portal account using their user id and password to access the exam. Students are required to show photo identification at all SANS events to obtain facilities pass and materials.

Students are responsible for providing complete and true information in any identity verification process, in accordance with the "Student Code of Conduct" as outlined in the Student Handbook and administered by the Executive Director or his/her designee.

Platforms Used

SANS Technology Institute utilizes the portal our parent organization, SANS Institute, to host our registration pages, OnDemand courses, and GIAC exams. The SANS portal is connected to STI's own learning management system, Canvas, using a secure single sign-on. Canvas hosts STI's online orientation, discussion boards, and course syllabi and is used to upload course assignments.

Procedure for Obtaining User ID, Creating Password, and Resets

New students create a user id and password by going to www.sans.org and clicking "Create Account." Students who have forgotten their log in information can request an account reset by entering the email associated with their account. A unique link is sent to that registered email address with instructions to reset the password.

Protection of Student Privacy

The privacy of students who enroll in courses, either in person or at a distance, at SANS Technology Institute is protected under the Institute's policies regarding student privacy, confidentiality, fraud,

FERPA rules, and the Social Security Privacy Act of 1974 (P.L. 93-579). These polices are published in the Student Handbook.

All users of SANS Technology Institute's portal are responsible for maintaining the security of usernames and passwords. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. Users are responsible for all uses of their online account. Users are held responsible for knowledge of the information contained within the most recent Student Handbook. Failure to read SANS Technology Institute guidelines, requirements and regulations will not exempt users from responsibility.

Charges Associated with Student Identity Verification

SANS Technology Institute does not charge a fee for student identity verification. Students would be notified of additional fees, if any, prior to and during the registration process through various publications i.e., the Course Catalog, and on the Institute's website.

Unit Responsible

The Assistant Director, Graduate School Operations is responsible for the consistent application of student identity verification procedures, compliance with the provisions of this practice, and that all staff are informed of any changes in a timely fashion. Academic deans are expected to ensure that faculty within their Divisions remain in compliance. Instructors teaching courses through distance education methods are responsible to ensure that their individual courses comply. If necessary, the Executive Director may address non-compliance through performance reviews or other measures as appropriate.

Additional Resource
"Best Practice Strategies to Promote Academic Integrity in Online Education" by WCET, UT TeleCampus, and Instructional Technology Council. 2009.