

NORTH HENNEPIN COMMUNITY COLLEGE

Number: 5.30.1	Name: Electronic Signature Procedure
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Effective Date: August 27, 2012	Next Review Date: AY2015-2016
Regulatory Authority: <ul style="list-style-type: none">• Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act (MGDPA), and Electronic Signatures, 69 Fed. Reg. 21670	

Part 1. Policy Procedure

Subpart A. Valid Electronic Signature

An electronic signature is considered valid when one of the following conditions is met:

Condition 1: Student/Employee ID and personal password

- a. Institution provides student or employee with a unique ID number
- b. Student or employee sets his/her own password
- c. Student or employee logs into a secure site using both the ID and the password

Condition 2: Campus network username and password

- a. Institution provides student or employee with a unique username
- b. Student or employee sets their own password
- c. Student or employee logs into the campus network and secure site using both the username and the password

Subpart B. Responsibilities

It is the responsibility and obligation of all individuals to keep their passwords private so others cannot use their credentials. Once logged in, students or employees are responsible for any information they provide, update, or remove. Students and employees are also responsible for logging out of all systems. North Hennepin Community College will take steps to ensure both the PIN and password are protected and kept confidential.

Subpart C. Compliance with Related Policies

This policy is adapted from the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act (MGDPA), and Electronic Signatures, 69 Fed. Reg. 21670. These regulations can be found online at:

1. FERPA
 - a. 20 U.S.C. 1232g
<http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf>
 - b. 34 CFR Part 99
<http://www.ed.gov/legislation/FedRegister/finrule/20042/042104a.pdf>
2. MGDPA
 - a. Chapter 13

<http://www.revisor.leg.state.mn.us/stats/13/>

3. Electronic Signatures

a. 60 Fed. Reg. 21670

<http://edocket.access.gpo.gov/2004/04-9054.htm>

Review Action	Date(s)
Campus Community Review Period	March 21, 2012 – April 4, 2012
Shared Governance Council Review	May 25, 2012
Labor/Management Meetings Review	MAPE April 5, 2012 MMA April 5, 2012 AFSCME April 26, 2012
Student Senate Review	April 26, 2012
President Approval	June 4, 2012
Campus Community Dissemination	July 2012

History

- New procedure, adopted August 27, 2012