

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

IDENTITY AUTHENTICATION

Effective December 15, 2021

Procedure 15-02 (C)

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(1) DEFINITIONS

- (a) Authentication – the process by which an educational institution establishes the appropriate level of confidence in the identity of the person or entity requesting access to the records or service.
- (b) Authentication of Identity – the process used to establish the uniqueness and validity of an individual’s identity. Authentication of identity may rely upon reasonable authentication methods such as identity documents, biographic information, biometric information and knowledge of personally relevant information or events.

(2) AUTHORIZED AUTHENTICATION METHODS

- (a) Knowledge Factors (something the user knows) – the requesting party demonstrates knowledge of some unique data associated with the party whose identity is being authenticated, such as a password, security questions or a PIN.
 - (b) Ownership Factors (something the user has) – the requesting party demonstrates possession of something uniquely associated with the party whose identity is being authenticated, such as a security token, email account, ID card or a mobile device.
 - (c) Inherence Factors (something the user is or does) – the requesting party demonstrates a feature inherent to the party whose identity is being authenticated, such as a matching fingerprint, iris pattern or facial features. This also is known as biometrics.
- (3) All confidential records will be secured, with access limited to authorized users, and require authorized authentication methods prior to access.
- (4) Departments shall implement authorized authentication processes to authenticate the identity of individuals prior to participating in educational or administrative activities or accessing College computing resources.
- (5) Authentication of identity using authorized authentication methods must occur prior to updating records and/or releasing confidential information and educational records in accordance with College policies and the Family Educational Rights and Privacy Act (FERPA).
- (6) Authorized users must use reasonable authentication methods to verify the identity of an individual prior to issuing a Cougar identification card (ID).

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- (7) Authorized users are assigned unique credentials for exclusive use and access to College computing resources.
- (8) Authorized users of College computing resources are responsible for maintaining the security of their usernames and passwords.

New Procedure