

Verification of Student Identity Policy

To uphold internal expectations and to ensure external compliance Concordia University Chicago (CUC) verifies its students' identity via the following:

- Issuing a secure login and password to accepted students.
- Utilizing integrated technologies and best practices.

CUC issues a secure login and password to students upon acceptance, which allows them access to Concordia IT systems. As part of the application process a student acknowledges and verifies that the information they submitted to CUC is accurate and correct. Therefore, upon acceptance an email is sent to the email address the student supplied as part of the application process, including their unique username and password. The language of the email recommends that the student change their password immediately for security purposes and additionally, the university's password manager allows students to change their password at any time following best practices (a minimum of 15 characters, a combination of uppercase and lowercase letters, numbers, and symbols/special characters). Furthermore, CUC requires that students change their password at least once a year.

CUC's student information system (Banner) contains data directly uploaded from the student's application and other submitted documentation. Therefore, student's privileged information (such as academic, billing, the learning management system, and more) cannot be accessed without the university-issued login credentials.

CUC's learning management system (Blackboard) uploads information directly from the student information system (Banner) so course registrations (adding and dropping classes) and rosters are automatically pulled hourly. Since the source of the data is Banner, students are not able to create or alter course subjects, numbers, reference numbers (CRNs), titles, grades, and details in Blackboard. Furthermore, students can only access Blackboard with university-issued login credentials so this ensures that only students may access the online classroom based on their submitted registration.

CUC offers resources and support to registered students. Some examples of academic support include CULearn (peer tutoring, mentoring, and more), accessibility and accommodations, math support (only undergraduate), writing support, email, and more. Since the source of the data is Banner, student data is automatically populated into Navigate and/or Gmail based on the student's original submission. Additionally, in order to schedule an appointment to access these services or send an email to campus personnel and/or students, a student must use their university-issued login credentials, which help affirm a student's identity.

CUC expects the login credentials provided to an individual is for the individual's exclusive use only via the [Information Technology Resources Policy](#). It is a violation of this policy for an individual to provide his or her password to anyone or to allow others to use his or her login credentials to access the student account (Banner, Blackboard, and more). Accessing an account other than by way of the individual's university-issued login credentials or attempting to discover and/or impersonate an individual is prohibited and in violation of CUC's [Student Code of Conduct](#) and [Honor Code](#), which may result in disciplinary action. Any questions about this policy can be directed to the Office of the Dean of Students at DOS@CUChicago.edu or at 708-209-3498.