Trinity College of Nursing & Health Sciences
Identity Theft Prevention Program

Title: Verification of Student Identity	
Written by: Administration	
Date Initiated: November 2010	Date: June 2011
Approved by: *Susan C. Wajert* June 23, 2011 Susan Wajert, Ph.D. Date Chancellor	Approved by: College Governing Board October 17, 2012 Date

PURPOSE

To verify the identity of students attending Trinity College of Nursing & Health Sciences as required by the Trinity Regional Health System Identity Theft Prevention Program (Policy # 43732.165 (732). Trinity College of Nursing & Health Sciences student accounts qualify as covered accounts as defined in the TRHS -ITPP program, and therefore, Trinity College of Nursing & Health Sciences is subject to the student verification and subsequent policies and procedures regarding Identity Theft Prevention and Red Flag rules.

DEFINITIONS

Red Flags: Patterns, practices or specific activities that indicate possible existence of Identity Theft.

POLICY

This policy is effective for all students of Trinity College of Nursing & Health Sciences. Each student must provide a government-issued form of identification upon matriculation to any Trinity College of Nursing & Health Sciences program as proof of identity.

PROCEDURES

1. Upon matriculation to any Trinity College of Nursing & Health Sciences program, the student must submit to the Office of Student Services a government-issued form of identification with photograph (e.g. passport, driver's license, etc.).
2. The Office of Student Services will confirm that the government-issued photo provided is a match to the matriculated student. A copy of the government-issued form of identification will be made for the College's record-keeping system.
3. After steps 1 and 2 are completed, a student photo identification badge will be made, which will provide access to Trinity College of Nursing & Health Sciences facilities, events, and services. This badge will also identify Trinity students at their clinical sites.
4. If at any time Trinity College of Nursing & Health Sciences identifies potential red flags regarding a Trinity College student's identity, College personnel will follow the guidelines set forth in the TRHS-ITPP as required by notifying the Identity Theft Prevention Officer. In such policy, the term "patient" is interchangeable with "student" as deemed necessary.

5. Trinity College of Nursing & Health Sciences provides students with password-protected email accounts and password-protected accounts to the College Portal and course management system.
6. Trinity College of Nursing & Health Sciences provides students with access to computers located on campus; wireless access to the network, and log-in access from off-campus. Students are to abide by all computer usage policies whether using on-campus computers, wireless access or to off-campus or wireless-enabled devices.
7. The following policies require students to complete their own work and not to allow others to use their ID or computer access for any purpose:
   - Academic Integrity Policy (college catalog)
   - Use of Student Email and My Pulse Portal Systems