DSU Process for Online Student Identity Verification

The United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 requires that Dixie State University put processes in place through which we establish that the student who registers in an online course is the same student who participates in and completes the course and receives the academic credit.

Dixie State University fulfills this requirement by restricting student access to online courses through the college portal and learning management system which requires a secure login and password. Additionally, students registered in online courses are required to complete a minimum of two assignments and/or tests in a proctored environment.

Identity Verification

The verification of a student's identity begins at the time of admission. When a student is initially admitted to DSU, a unique DixielID is generated that provides access to the secure university network (MyDixie) and that information is mailed to the student. If a student does not receive or misplaces this information, they are required to contact the IT Help Desk at helpdesk.dixie.edu.

When a student first logs in using the temporary credentials, they are prompted to set up security questions that allow them to retrieve their password if they forget it and to set their own password of choice. Student who cannot retrieve their password electronically may contact the IT Help Desk for assistance at helpdesk.dixie.edu. Personally identifiable information collected by the University may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that their MyDixie login password be reset may be asked to provide two or more pieces of information for comparison with data in our records. Data transmission of login information is secured using standard encryption technology. Students are given information regarding best practices related to setting up and maintaining the security of the passwords on the MyDixie login screen.

This DixielID then is used as a single sign on for students to access all campus accounts including but not limited to all secure access including registration, advising, financial aid, personal information updates, and transcript procedures. Student access to the learning management system is through the Canvas (learning management system) portal and requires the use of the DixielID.
Online Course Identity Verification

At DSU, in addition to course access through a secure learning management system, an online class will require a minimum of two assignments and or tests that are taken in the presence of a proctor and requires proof of identity by use of a picture ID. This is included in each syllabus with the following statement:

ONLINE COURSE IDENTITY VERIFICATION (syllabus statement)
Online coursework requires verification of your identity through the use of proctored assignments and/or tests. In each course, there will be at least two identified tests or assignments that must be completed in an approved testing environment that requires the validation of student identity with a picture identification and verification of the student’s name and DixieID. The student will receive an F in the course if these required proctored assignments are not completed or are not compatible with coursework submitted throughout the semester.

Student Responsibility

At Dixie State University, the Code of Student Rights and Responsibilities specifically prohibits all forms of cheating, plagiarism and academic dishonesty. Detail can be found at http://catalog.dixie.edu/codeofstudentrightsresponsibilities/ under section 4C.

Students are responsible for maintaining the security of usernames, passwords and any other access credentials assigned to them. This information may not be shared or given to anyone other than the person to whom they were assigned. Users are responsible for any and all use of their account. DSU recommends that all users change their password when necessary to maintain security. Users are held responsible for knowledge of the information contained within the most recent DSU catalog as well as the DSU Code of Student Rights and Responsibilities. Failure to read and comply with university guidelines, requirements and regulations will not exempt users from responsibility.