

CP 1.24.1

Electronic Signature

Related Board of Trustee Policy: BP 1.24

Responsible Official *President*
Approvals *3/30/2021*
Revision

Procedure

An electronic signature is defined as any electronic process signifying an approval to terms and/or ensuring the integrity of the documents presented in the electronic format. An electronic signature is also considered valid signature from faculty, staff, and students if the communication occurs through a college-issued account.

Students use electronic signatures for processes such as registering for classes, checking financial aid awards, paying student bills, obtain unofficial transcripts, update contract information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff use electronic signatures for processes such as submitting grades or attendance records, viewing personal payroll data, accessing campus computers, accessing protected data through the administrative computing system, accessing course management systems, etc. Employees, when approved, may use electronic signatures to submit official college documents when linked to a college email account and when approved by the appropriate supervisor, if necessary. An example of this would be the electronic submission of a grant. These are systems linked to our college email accounts but not issued by the college.

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

- MTCC provides the student or employee with a unique username.
- The student or employee sets his or her own password.
- The student or employee logs into the campus network and secure site using both the username and the password.

It is the responsibility and obligation of each individual to keep his or her passwords private so that others cannot use his or her credentials. Once logged in, the student or employee is responsible for any information he or she provides, updates, or removes. MTCC will take steps to ensure the passwords are protected and kept confidential. Users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.