

**Distance Education Office
Dean of Academic Affairs Office
University of Puerto Rico at Carolina**

*Guidelines for the verification of the identity of students participating
in distance learning courses*



Methods used by the Institution to verifying student identity

Any student who registers in distance courses has a user ID and a secure password assigned by the University of Puerto Rico at Carolina once he or she is admitted to the institution. The Office Information Systems (OSI, for its Spanish acronym) is responsible for working with the user ID and with the student password. The Office Information Systems (OSI) promotes that every student changes his or her password, and it also allows that each student changes his or her password whenever he or she may deem it necessary. Access to Moodle is controlled by the user ID and the password assigned by the institution.

The University of Puerto Rico at Carolina protects the privacy of each student enrolled in distance learning courses, in compliance with the *Institutional Policy on the Acceptable Use of Information Technology Resources at the University of Puerto Rico* (Certification No. 35 (2007-2008), issued by the Board of Trustees of the UPR and the *Institutional Policy and Procedure for the Ethical Use of Information Technologies of the University of Puerto Rico* (Certification No. 72 (1999-2000), issued by the Board of Trustees of the University of Puerto Rico. These policies are in accordance with the *Family Educational Rights and Privacy Act* (FERPA).

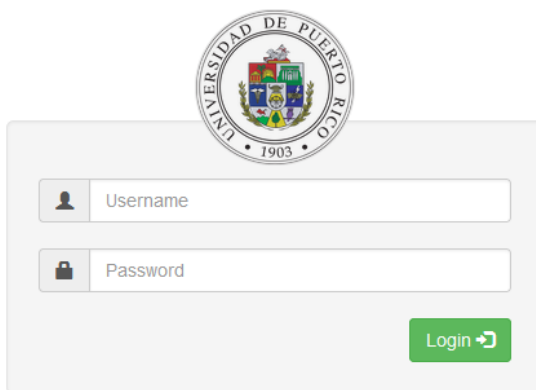
Procedure for the protection of the privacy of students enrolled in distance learning courses

Every student who wants to enroll in the University of Puerto Rico has to fill in the institution electronic enrollment form [[formulario electrónico de admisión](#)], besides submitting a series of official documents that are required as part of the process: official graduation certificate issued by the school or private school where he or she completed high school, birth certificate issued by the Department of Health, and a personal ID. The Office of Admissions of the university is in charge of validating each student's information, which then is sent to a directory (Lightweight

Directory Access Protocol, LDAP), administered by the Office Information Systems. This electronic directory is designed and protected with a series of security mechanisms provided by the University of Puerto Rico Central Administration, aimed at protecting the privacy of every student's information.

It is the professor's responsibility to verify the official list of registered students, which is available on the UPR Portal [[Portal UPR](#)].

The access to the electronic learning management platform (Moodle) is facilitated and enabled through the user ID and password assigned by the institution. The user is responsible for the correct use of his or her credentials, as provided by the aforesaid policies. This information should not be shared with other people.



Login using your username and password provided by the University of Puerto Rico.

By accessing this service, you agree to the terms set by the [institutional policy](#) for the use of electronic resources.

Procedure to notify students about additional fees associated with student identification verification

Currently, the University of Puerto Rico at Carolina does not charge any additional fees on account of student identification verification. In the event that it is determined to add proctoring

services as an alternative to verify identity in tests; and if the administration considers to establish any additional cost, the student shall be notified prior to and during the registration process through official communication tools implemented by the University: e-mail, Campus web page, the Portal UPR, and by mail, among others.

Office responsible for the consisting application of policies concerning distance learning services

The Dean of Academic Affairs Office is responsible for the consistent application of policies concerning distance learning services adopted by the distance learning courses. It is important that every dean and department director make sure that all professors know each and every policy and confirm compliance with these policies in all of their courses.

Links

A. Certification No. 35 (2007-2008), issued by the Board of Trustees of the UPR

Institutional Policy on the Acceptable Use of Information Technology Resources at the University of Puerto Rico.

<http://www.upr.edu/mdocs-posts/certificacion-num-35-2007-2008-de-la-junta-de-sindicos-de-la-upr/>

B. Certification No. 72 (1999-2000), issued by the Board of Trustees of the University of Puerto Rico.

Institutional Policy and Procedure for the Ethical Use of Information Technologies of the University of Puerto Rico

<http://www.upr.edu/mdocs-posts/certificacion-num-72-1999-2000-de-la-junta-de-sindicos-de-la-upr/>

C. Register's Office Services. Questions and Answers.

<https://www.uprc.edu/registrator-2/>