

**WALLA WALLA COMMUNITY COLLEGE  
IDENTITY VERIFICATION  
ADMINISTRATIVE PROCEDURE 7310**

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**I. IDENTITY VERIFICATION**

- A. Students are required to login into the student portal and follow the prompts to create a secure password.
- B. Students are not permitted to share username and password information with others.
- C. All college communication to students, including digital communication, is only accessible using a unique, secure username and password.
  - 1. Students access the college learning management system using their assigned username and student-generated password.
  - 2. The authentication process protects the privacy and security of student information.
- D. Students must check-in and provide proof of identity using photo identification in the form of their student ID card or government issued identification before starting a proctored exam or quiz at the college testing center or online testing services. There is no additional cost to the student for this service.

<p><b>Policy Contact:</b> <u>Vice President, Student Services</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>June 21, 2022</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p>
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