

# Asheville-Buncombe Technical Community College (A-B Tech) Procedure

## Procedure 406: Electronic Signature

1. Asheville-Buncombe Technical Community College recognizes an electronic signature as a valid signature from employees and students subject to one of the conditions below:

Condition 1: Campus Network Username and Password

* Institution provides student or organization with a unique username Login ID.
* Student or employee sets their own password.
* Student or employee logs into the campus network and secure site using both the username and password.

Condition 2: Student/Employee Login ID and Personal Identification Number (PIN)

* Institution provides student or employee with a unique PIN.
* Student or employee sets their own PIN.
* Student or employee logs into a secure site using both the Login ID and PIN.

Condition 3: When, in the course of college business, the employee or student lawfully employs a valid E-signature platform, such as DocuSign and Adobe Sign, or a third-party platform meant to convey the signer’s signature digitally.

1. Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submit class work, tests, and other College-related transactions.
2. Employees may use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the College, and completing other College-related transactions.

It is the responsibility and obligation of all individuals to keep their passwords and PINs private so others cannot use their credentials. Once logged in, the student or employee is responsible for any information provided, updated, or removed. A-B Tech will take steps to ensure both the password and PIN is protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

## Definitions:

An electronic signature is any electronic process signifying approval to terms, and/or ensuring the integrity of the documents, presented in electronic format, including an electronic sound, symbol, or process attached to, or logically associated with, a record and executed or adopted by a person with the intent to sign the record.

Pursuant to Board policy, Chapter 400, Section 406, this procedure must be followed when using the electronic signature as an official signature for the College.

Owner: Vice President of Operations/CIO

Updated: April 20, 2020