2.93 Electronic Signature Policy

PCC recognizes an electronic signature as a valid signature from faculty, staff, and students subject to Conditions 1 and 2 below. An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format. 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, submission of class work, tests, etc. Faculty and staff may use electronic signatures when submitting forms and applicable reports, 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, etc. An electronic signature is considered valid when one of the following conditions is met: • Condition 1: Student/Employee Log-In ID and Personal Identification Number (PIN) 1. Institution provides student or employee with a unique PIN 2. Student or employee sets his or her own PIN 3. Student or employee logs into a secure site using both the log-in ID and PIN