

Get started the right way! The technical setup may be performed in a few steps. Make sure the key items below are in place before you start your new session. Please review suggested best practices.

Know your BioSig-ID Resources!

- Project Manager / Mike McKay / Mike.McKay@biosig-ID.com / 214-244-6940 / Skype: Mike.Mckay.tx.us
 - Technical Analyst / Ron Kerkenaar / Ron.Kerkenaar@BioSig-ID.com / 877-700-1611 / Skype: Ron.BSI
- Have a question? [Submit a Ticket](#)

Schedule BioSig-ID Setup

- Coordinate with [Ron](#) to obtain your BioSig-ID keys, and specific LMS setup directions to add to your sandbox or production server. Add instructors and students to test gating.

Schedule BioSig-ID Project Meeting

- Coordinate scheduling a project team meeting with [Mike](#)
- Define key people and their roles
- Define the timeframes, course deployment and support
- Review [BioSig-ID Setup](#) content web portal for suggested best practices content and videos

Adding BioSig-ID to your courses

- First time setup and deployment, determine will it be the instructors or a course designers?
 - Determine admin contact, and or a coordinator to train-the-trainers
 - Depending on the LMS, the BioSig-ID element requires adding an associated point value
- FAQs - Do you have a Validation Policy? / "How often do I add BioSig-ID?"

Adding an Instructor Information Page/Link

- BSI will provide example templates
- Add a point of contact to answer their questions
- Create a sub-domain web portal page to point your instructors to for guidance
- Provide step-by-step directions on adding BioSig-ID to their course
- Define a usage guideline template and or policy

Adding a Student Information Page/Link

- BSI will provide example templates
- Create a sub-domain web portal page to point your students to for guidance
- Provide a "how-to" enrollment video
- Provide a policy statement to information students this is required!
- Add a support link where students will locate them
- Option to send an introduction letter before course opens

Adding a Dedicated BioSig-ID Course

- This is an optional best practice, your school admissions may want to add
- Require ID authentication of your students at the earliest point
- During admissions or orientation have your new students enroll in BioSig-ID
- When the course opens, ask the student to validate their identity
- Is this the same person from admissions taking the course?

Adding Support Links

- Jointly decide where to place support links, where students will locate them
- Within the BioSig-ID validation, there is an available help link
- Add same link to your Student Instruction Page
- Add same link to your existing DL or school side support web pages

Customize Support / Ticketing Help Desk System Web Portal

- Contact: [Mike](#)
- BSI adds Zendesk.com Support Ticketing System with our license
- This is a self-service web portal that we add our content and videos, and request a help desk ticket
- Create a dedicated sub-domain for your school, select a name?
- Customize the portal by adding your school's logo, colors background and messaging
- Provide portal access to track requests
- Cross-train your existing help desk agents

Standard Report Access

- Contact: [Ron](#)
- Provide report access credentials to your administrative and help desk contacts
- Standard reports are historical in nature
- Discuss if instructors should have access to the reports
- Discuss the available distribution options for specific reports

Administration Management Dashboard

- Contact: [Ron](#)
- Provides real-time access to BioSig-ID usage
- Allows adjustment of end-users profiles for administrative or helpdesk purposes
- Discuss who should have an individual account and their respective access level

Suspicious Activity Reports (SAR)

- A comprehensive historical summary of your online student's ID validation activity
- Measure Key Performance Indicators (KPI) of your student's attributes
 - ID Authentication and User Experience
 - No additional technology or responsibility on instructors
- Recommend performing a SAR after a session or a specified time range to measure changes
- See how your school's KPI compare to overall client education model
- Proven solution to an Accreditation Review

Real Time Event Notifications (RTEN)

- Use forensics to determine, who are your suspicious users accessing your courses?
 - Sharing logins or using 3rd parties or foreign IPs
- Select predefined alerts watching for changing patterns of behavior
- Define contacts for SMS or email notifications
- Include Student Services for proactive review
 - Warning letters
 - Further actions

Service Offering

Single Sign-On (SSO)

- BioSig-ID is not a SSO application, however we are a complimentary ID authentication add-on to your new or existing portal access.
- Your school has the BioSig-ID user licenses to begin “gating” access to student’s private admissions and FSA content.
- Open source SSO include: CAS and Shibboleth