FHDA Employee Self-Service FERPA Training

STEP 1: Log into your MyPortal account using your CWID and password.

STEP 2: Under Apps, find Employee Training

STEP 3: Click on the Vision Resource Center's Employee Training Resource Center (blue live link)
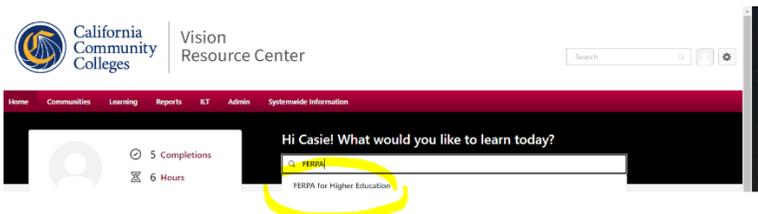
Note: If your assignment has not been finalized, you will not have access to the Vision Resource Center. Contact your direct supervisor for a status update on your assignment.
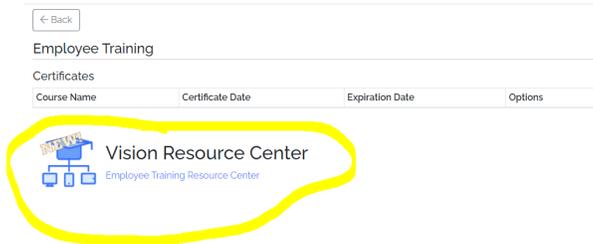
STEP 4: You'll be taken to your college's Vision Resource Center landing page. Then click on the Learner Home icon.
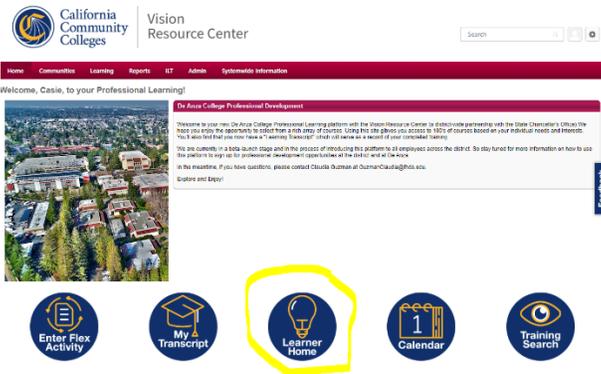
STEP 5: Using the search tool, type "FERPA for Higher Education."

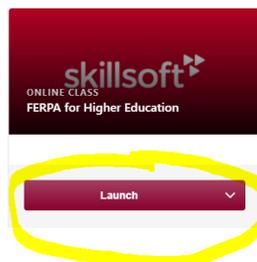STEP 6: Click Launch and a new pop up window will open.

STEP 7: Click Start Course.

FERPA for Higher Education

Course Number lchr_01_a85_lc_enus

☐ Enable Web Accessibility (Internet Explorer browsers only)
  What is Web Accessibility? ⬀

Start Course ⬀

Overview/Description
Target Audience
Expected Duration
Objectives

_____

Overview/Description
Ensuring the privacy of student education records is an important priority
Rights and Privacy Act (FERPA) outlines the rights of students and their f
education records kept by institutions. This course will provide employee:
training on their responsibilities and obligations under FERPA.
This course was developed with subject matter support provided by the la
note, however, that the course materials and content are for informationa

STEP 8: You're now in the course. Follow the prompts to complete the course.

STEP 9: Download your certificate of completion from your Vision Resource Center Dashboard.

> *STEP 9A:* Return to your Vision Resource Center Dashboard and from the Learning Option, select My Transcript.
>
> *STEP 9B:* Locate the course and click on the drop down menu. Select the Download Certificate option.

FERPA for Higher Education
Due: No Due Date   Status: In Progress

Launch ▼

> *STEP 9C:* Download or take a screenshot of your certificate.
>
> *STEP 9D:* Email your certificate to your dean/manager. Your dean/manager will them submit your certificate along with the Student Information System (SIS) Request form.
>
>> The SIS Request from can be found in MyPortal > Adobe Sign Employee Forms App >
>>
>> De Anza SIS Access Request Form (employee)

Questions? De Anza College enrollmentservices@deanza.edu   Foothill College jossisasha@foothill.edu