

FHDA Employee Self-Service FERPA Training

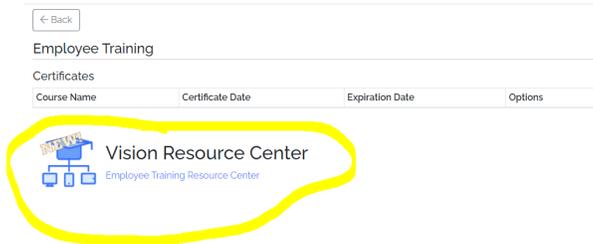
STEP 1: Log into your [MyPortal](#) account using your CWID and password.

STEP 2: Under Apps, find Employee Training

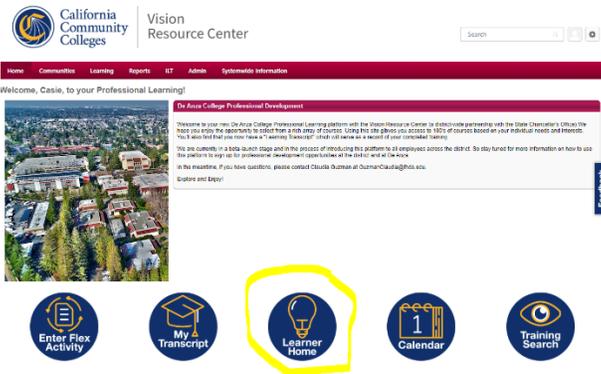


STEP 3: Click on the Vision Resource Center's Employee Training Resource Center (blue live link)

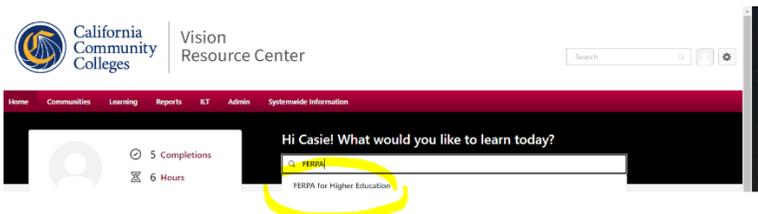
Note: If your assignment has not been finalized, you will not have access to the Vision Resource Center. Contact your direct supervisor for a status update on your assignment.



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.

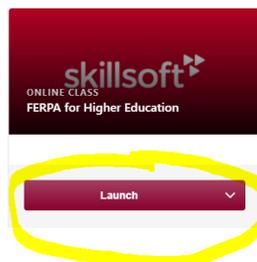
ONLINE CLASS

FERPA for Higher Education

Last Updated 07/21/2020 Duration 31 minutes

Details

Ensuring the privacy of student education records is an important priority for every educational institution. The Family Educational Rights and Privacy Act (FERPA) outlines the rights of students and their families with respect to the confidentiality of and access to education records kept by institutions. This course will provide employees of postsecondary educational institutions awareness-level training on their responsibilities and obligations under FERPA. This course was developed with subject matter support provided by the law firm of Sheehan Phinney Race & Green PA. Please note



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 l: 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.



The image shows a course card for "FERPA for Higher Education". The card includes a small icon of a computer monitor, the course title, and the text "Due: No Due Date" and "Status: In Progress". On the right side of the card, there is a dark red button labeled "Launch" with a small downward-pointing arrow to its right. A yellow circle is drawn around the "Launch" button and the arrow.

STEP 9C: Download or take a screenshot of your certificate.

STEP 9D: Email your certificate to your dean/manager. Your dean/manager will then submit your certificate along with the Student Information System (SIS) Request form.

The SIS Request form can be found in MyPortal > Adobe Sign Employee Forms App > De Anza SIS Access Request Form (employee)

Questions? De Anza College enrollmentservices@deanza.edu

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