

ACCESSING THE FERPA TRAINING

- (1) Navigate to the Learn@ISU homepage (<https://training.ehs.iastate.edu/IowaSU/site/>)
Note: Learn can be added to your Okta dashboard, or accessed through the iastate.edu sign-ons page.

- (2) Click on the “Login” button on the right-hand side of the screen.



- (3) You will be redirected to Iowa State’s single sign-on page. Enter your appropriate NetID and password, and then click the “Sign in” button.



- (4) Enter FERPA into the Keyword box, and click the “Search” button.



- (5) Courses appropriate to that Keyword search will be returned. You are looking for the course entitled: “Understanding FERPA.” After locating it, click on “Launch” under the Action column. Ensure that pop-ups are enabled on this site.

The screenshot shows the Iowa State University Course Catalog search results. The search term 'ferpa' is entered in the search bar. The results table has columns for Course Title, Delivery, and Action. The course 'Understanding FERPA' is listed under the Registrar/Enrollment Services folder, with 'On-Line courses' in the Delivery column and a 'Launch' button in the Action column. A red circle highlights the 'Launch' button, and a red arrow points from it to the 'Home' button in the navigation menu above.

Course Title	Delivery	Action
Registrar/Enrollment Services		
Understanding FERPA	On-Line courses	Launch

Note: If your action is something other than launch, you are mid-session from the last time you logged in. You may continue from that point, or cancel the course and start over. To cancel, click on the “Home” button and cancel the course. Otherwise, scroll down to find the step you are on.

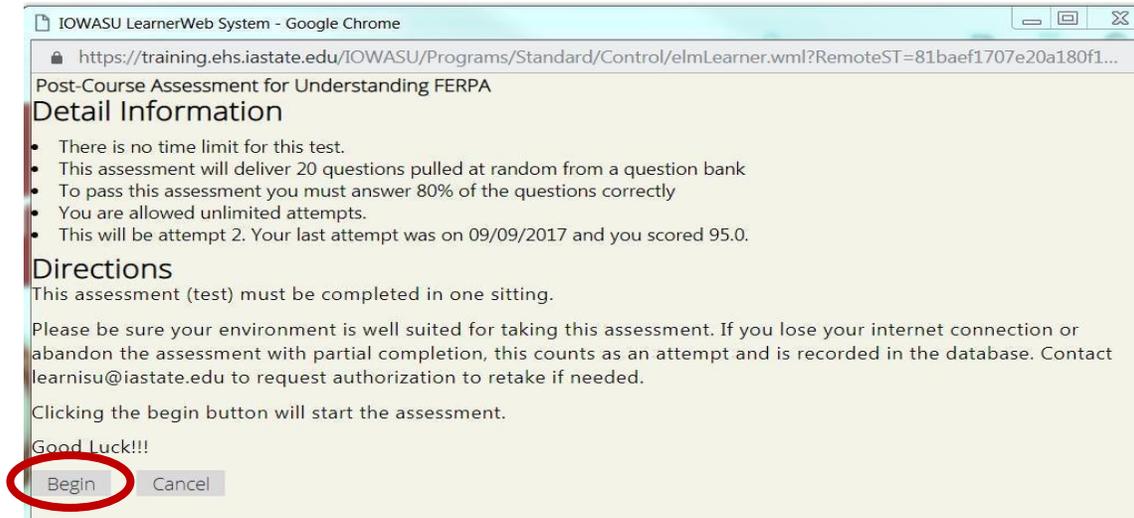
The screenshot shows the 'My Current Enrollments' section. The table has columns for Delivery, Course Title, Status, Status Date, Action, and Cancel. The course 'FERPA Test Course' is listed as 'In Progress' with a status date of '11/14/2018'. The 'Action' column contains 'Take Test' and the 'Cancel' column contains 'Cancel'. A red arrow points from the 'Take Test' link to the 'Cancel' link.

Delivery	Course Title	Status	Status Date	Action	Cancel
On-Line courses	FERPA Test Course	In Progress	11/14/2018	Take Test	Cancel

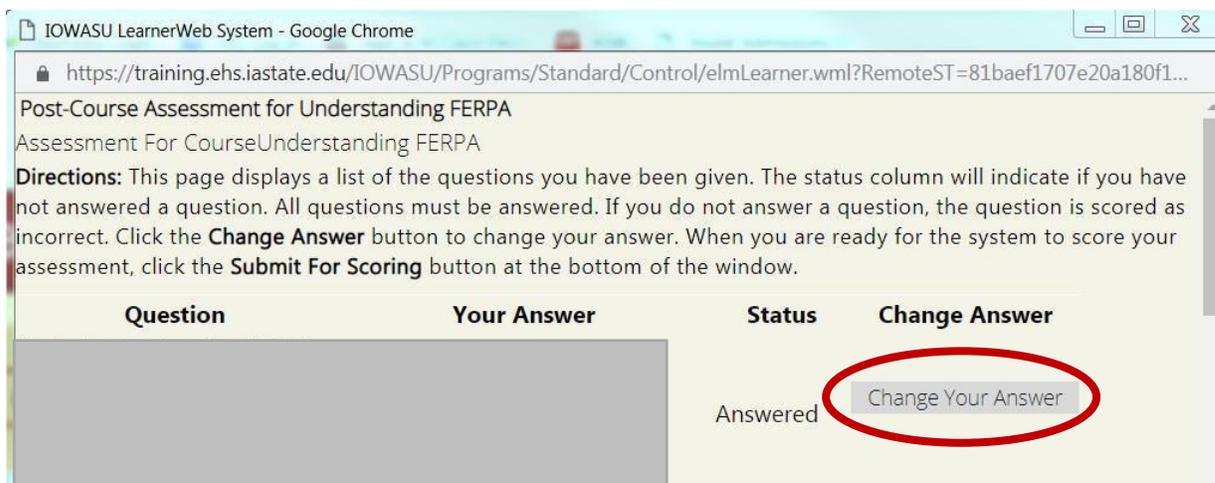
- (6) A pop-up video will appear. Watch the video and when finished click on the “Return to LearnerWeb” in the top right corner.

The screenshot shows a video player window titled 'LearnerWeb Enterprise CBT Launch Page - Google Chrome'. The video content displays a red banner with the text 'Next...Quiz'. Below the banner is a large 3D graphic of the word 'QUIZ' in red letters, surrounded by many white question marks. To the right of the graphic, the text reads: 'Time to test your FERPA knowledge! In order to complete and receive credit for this FERPA training, please continue on to a brief, approximately 10-15 minute quiz. Please note: Following completion of the FERPA quiz, you will need to complete an employee confidentiality agreement. In this software, the confidentiality agreement is referred to as a “survey.”' At the bottom of the video frame, it says 'Click Return to LearnerWeb in top right corner to continue to the quiz.' In the top right corner of the video frame, there is a red circle around the text 'Return to LearnerWeb' with a yellow arrow pointing to it.

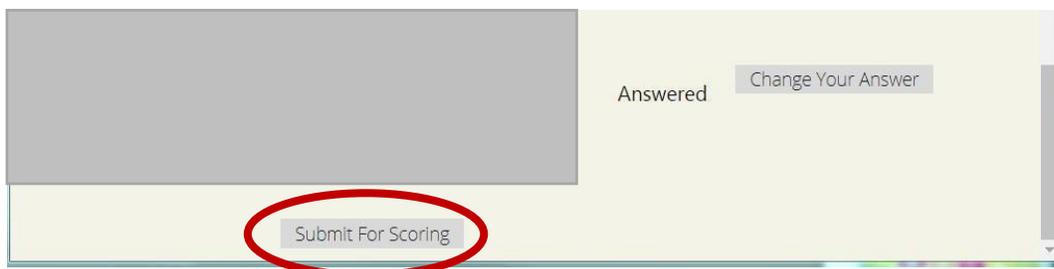
- (7) Another pop-up will appear that looks like the screen shot immediately below. Read through the “Detail Information” points and the “Directions,” and then click on the “Begin” button.



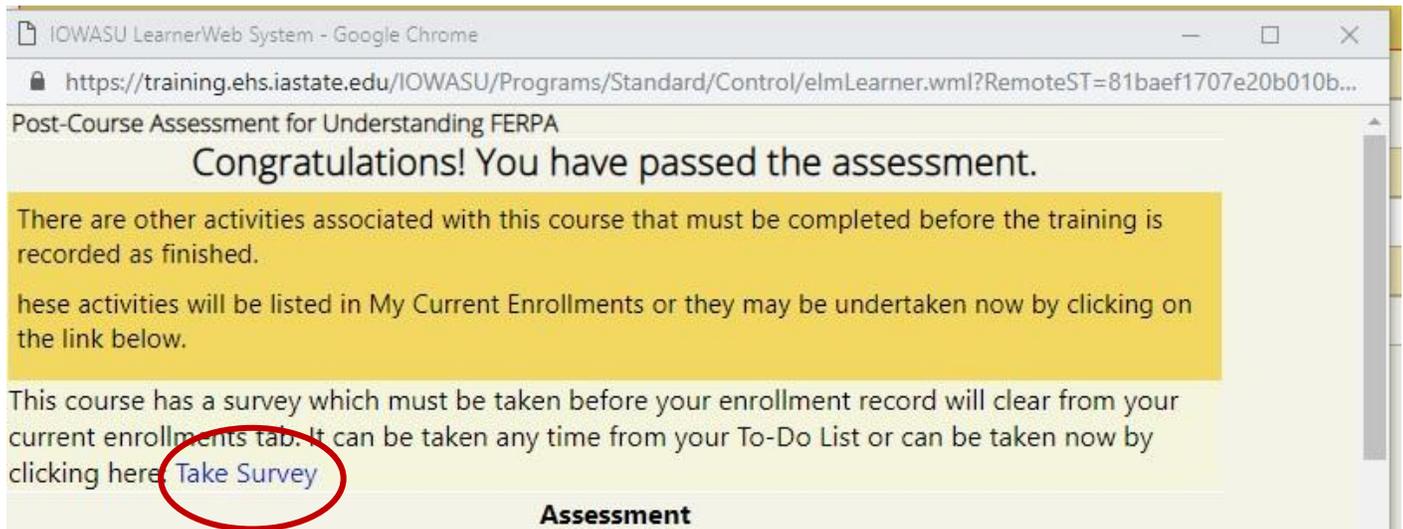
- (8) After completing the assessment, the questions and corresponding answers you selected will be viewable to you. At that point, you have the ability to change any of your answers by clicking on the “Change Your Answer” button next to the question before submitting your exam for scoring.



- (9) To submit your assessment for scoring, scroll to the bottom of the screen. From there, you can click on the “Submit for Scoring” button.

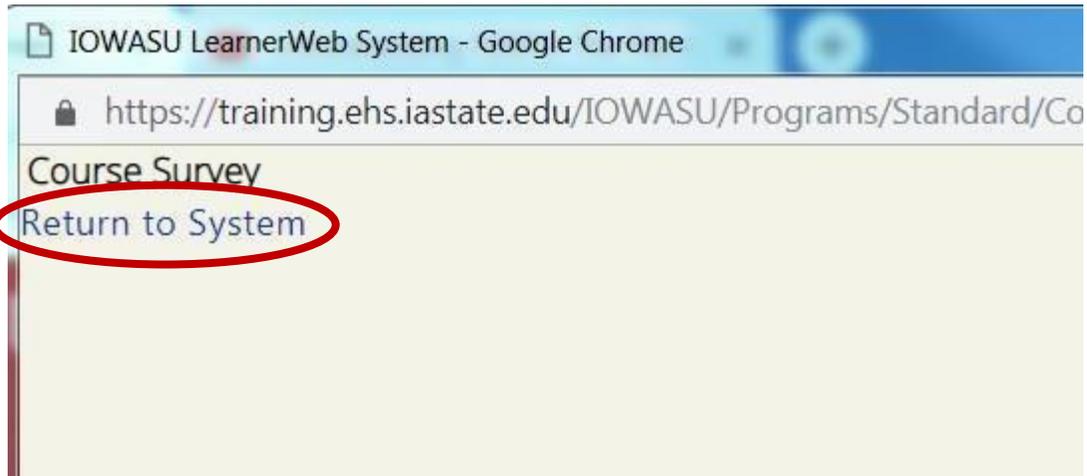


- (10) You will receive immediate feedback on whether or not you have passed the assessment. After completing the assessment, click on “take survey” button if you passed, in the . If you did not pass, click on “Take Test” to try again.



- (12) Answer the corresponding questions, and then click the “Submit Survey” button at the bottom. Click on the “Return to System” link on the redirect page.

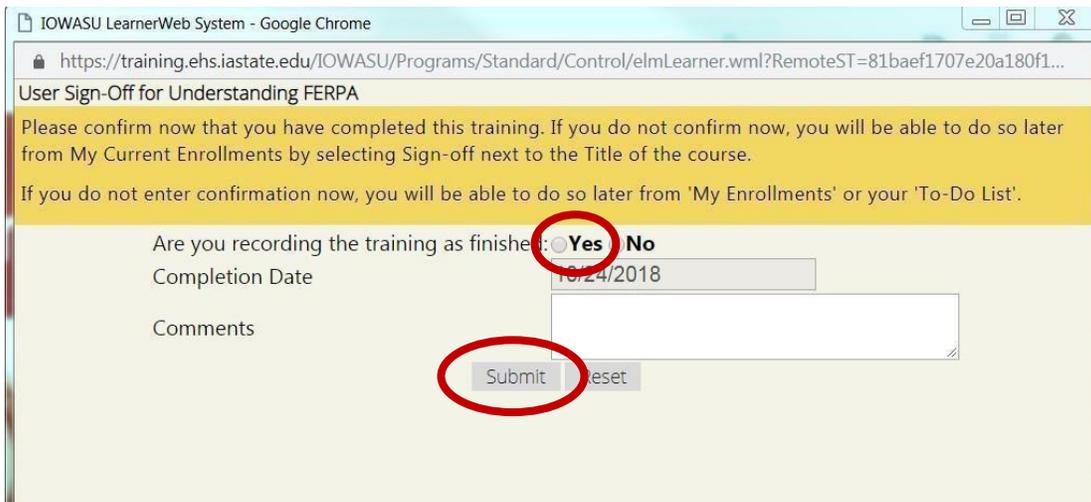
The screenshot shows a web browser window titled "IOWASU LearnerWeb System - Google Chrome". The address bar contains the URL: <https://training.ehs.iastate.edu/IOWASU/Programs/Standard/Control/elmLearner.wml?RemoteST=81baef1707e20a180f143a3cf9&UPID=1024154838&PopU...>. The page content includes the heading "Course Survey" and a series of questions with radio button options for "Yes" and "No". The questions are: 1. "I understand the policies of Iowa State University and FERPA rules relating to confidentiality of student records and how these policies relate to my assigned duties. As an employee of Iowa State University, I agree to abide by all of these policies. I ACKNOWLEDGE MY RESPONSIBILITY UNDER, AND AGREE TO ABIDE BY, THIS CONFIDENTIALITY AGREEMENT. This is the only question you are required to answer, all other questions are for informational purposes only." 2. "EMPLOYEE CONFIDENTIALITY AGREEMENT FOR ACCESS TO IOWA STATE UNIVERSITY STUDENT INFORMATION In order to receive credit for your FERPA training and where applicable, access to student information, you must read and accept the following agreement. By accepting this agreement, you understand your responsibility to protect and safeguard confidential student information to which you have access during your employment. To perform the responsibilities of my job at Iowa State University, I understand and agree that: I will preserve the confidentiality of restricted use and confidential information by strictly adhering to the University's Confidentiality and Information Release Policies and Procedures. I understand that access to confidential information is restricted to ISU employees with an appropriate need to know basis. Student information is protected as confidential by the Family Educational Rights and Privacy Act (FERPA) and the Iowa Code, Chapter 22.7, and includes, but is not limited to, student educational records, grades, student lists, class lists, social security or university identification numbers, personnel, financial, financial aid, health, IT systems, and university account information." 3. "I will access student records (currently enrolled or former students) only for legitimate educational need to know, i.e., for reasons that are required in my job assignment. This means I will not look at a student's record unless it is for reasons that relate directly to my job assignment and/or the educational interest of the student." 4. "By having access to this confidential information, I am agreeing to be responsible for the maintenance of the security and confidentiality of all information displayed or stored on the University IT system in my office or stored in paper form in my office, including the safeguarding of system passwords and identifications." 5. "All confidential information is to be held in trust and confidence and only used for approved purposes associated with performing the responsibilities of my job and may not be misused, stored, or processed for inappropriate purposes or disclosed to unauthorized persons." 6. "If I have any question about whether a proposed recipient of confidential information is authorized or not I must consult with my supervisor." 7. "I understand that any inappropriate or unauthorized use or disclosure of confidential information to unauthorized persons will be subject to immediate disciplinary action, up to and including, termination and/or legal action." At the bottom of the page, there are two buttons: "Clear All" and "Submit Survey".



(13) Complete the next action of “Sign-off”



(14) Another pop-up will appear that looks like this. Click on the “Yes” button, and then click “Submit”.



(15) Congratulations, you have now successfully completed the “Understanding FERPA” assessment! Your certification is good for three years. Click on the “Home” button to see that Understand FERPA has moved to “Completed Training”.

If you have any issues with the training, please send an e-mail to FERPA@iastate.edu