FERPA for Clarkson Faculty and Staff

All faculty and staff must complete Family Educational Rights and Privacy Act of 1974 (FERPA) compliance training prior to gaining access to systems containing student or course information (Peoplesoft, Moodle, etc.). Training is available shortly after accepting an offer of employment with the University. Current faculty and staff will be able to access FERPA training at any time, through Moodle.

To complete the FERPA Compliance Training:

Login at mycu.clarkson.edu

Upon log-in, you will be redirected to the FERPA Compliance page. If you are not immediately redirected, select the FERPA Training tile

There are three steps to completing the training:

**Step 1:** Watch the Video - select this link to launch a 4.5 minute video that explains FERPA in a nutshell.

**Step 2:** Learn the Lingo - once you have completed the video, the assignment "Learn the Lingo" will become available. Read through this list of common terms you may hear in reference to FERPA regulations, and how they apply at Clarkson.

**Step 3:** Demonstrate comprehension - take a 6 question quiz to demonstrate you have a working understanding of your responsibilities regarding FERPA. A minimum score of 5 is required to pass the course.

Once you have completed all three steps, you may either continue on to "Beyond the Basics: Additional information for the over achievers," a powerpoint presentation that includes examples of common scenarios and how to address them, and interesting stores about FERPA violations at other Universities - or verify your training is complete, by clicking the button "Click to verify results once completed"

As long as you completed all three required steps, and scored a minimum of 5 out of 6 on the quiz, you will be directed to log out of the system - once you log in again, your system access will be assigned.

Click to locate more information regarding FERPA.