

FERPA Training Process for Faculty

1. FERPA training is initiated by the approval of the Faculty members' approved ePAR
2. Once the ePAR is approved by all approvers, the Institutional Compliance and Integrity Office automatically assigns all compliance trainings to include FERPA training to the individual via the [Bridge platform](#)
3. Once FERPA training is completed, the faculty member and/or support staff member of the program should reach out to the Office of the Registrar via [email](#) to notify our office that FERPA training has been completed AND to receive the EIS Student Records Access Authorization form.
4. The EIS Student Records Access Authorization form in addition to FERPA training is also a requirement so that the faculty member is assigned the necessary security access in EIS and CANVAS platform in order to perform their job duties.
 - a. This document must be completed in its entirety to include the faculty members' Supervisor's signature of approval
 - b. The EIS document only has to be completed one time unless the faculty member transitions to a different department with a new Supervisor

❖ KEY TAKE-AWAYS:

*FERPA training is a requirement of all faculty members

*FERPA training is valid for 2 years. Upon expiration, the Office of the Registrar will assign a refresher of the course if the faculty member is submitted in the Schedule of Classes (process subject to change with collaboration of Office of the Registrar and the Institutional Compliance and Integrity Office)

For FERPA related questions, please contact the Office of the Registrar at registrar@unthsc.edu