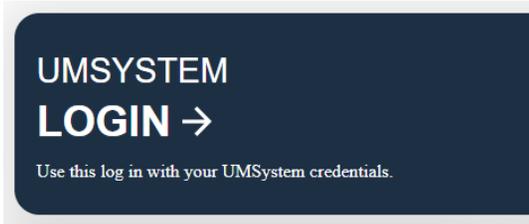


1) Sign into  **canvas** using your UMSYSTEM Login

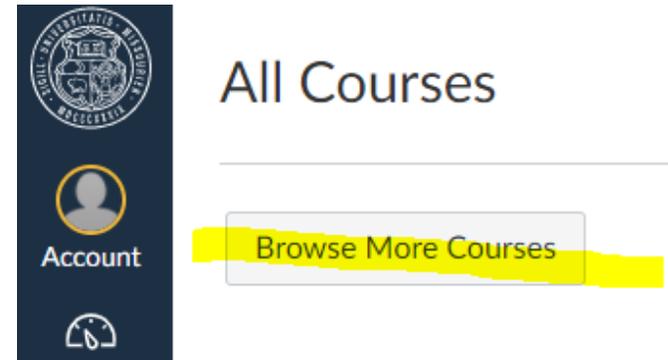
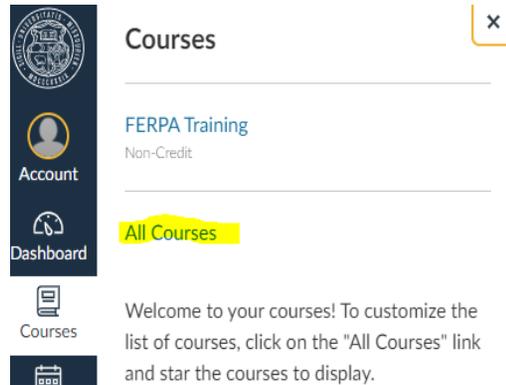
[SIGN IN](#) [IT HELP DESK](#)



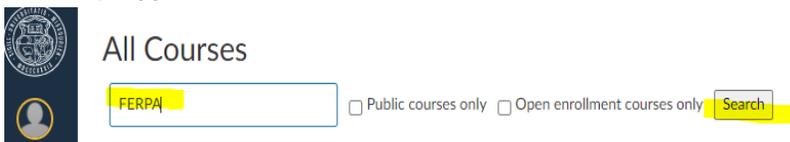
2) You should see the *FERPA Training – FERPA Training Non-Credit* Course on your Canvas Dashboard



3) *If you do not see the *FERPA Training – FERPA Training Non-Credit* Course on your Dashboard, you can search for it by clicking on *Courses* in the left-hand menu bar, and then click on *All Courses*, and then *Browse More Courses*:



4) Type in *FERPA* and click on *Search*. Select the *FERPA Training* course.



5) Complete all FERPA Training Modules and take the Exam at the end. **Must pass the FERPA quiz with a score of 80% or higher.*

The screenshot displays a user interface for FERPA training. On the left is a dark blue sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled "FERPA Training > Modules" and lists several modules under the heading "Non-Credit".

- Non-Credit
 - Home
 - Modules
 - Grades
 - Zoom

The modules are organized into sections:

- START HERE: Welcome to the FERPA Training and Exam**
 - Introduction: Why Does FERPA Matter?
 - FERPA Training Objectives and Requirements
 - Disclaimers
- Part 1: The Scope of FERPA in Higher Education**
 - Part 1 Overview and Objectives
 - What Is FERPA?**
 - What Is FERPA?
 - FERPA Key Terms and Definitions
 - Penalties for Violating FERPA

On the right side, a quiz card is visible:

- Take the FERPA Quiz**
 - FERPA Tutorial Completion Quiz - 10 Question version**
10 pts

Below the quiz card, the quiz details are shown:

- FERPA Tutorial Completion Quiz - 10 Question version**
- Due: No due date
- Points: 10
- Questions: 10
- Time Limit: None
- Allowed Attempts: Unlimited

The **Instructions** section states: "You must achieve a score of at least 80% on this quiz to complete and pass your FERPA training. You may retake the quiz as often as necessary to pass." A "Take the Quiz" button is located at the bottom right of the instructions.

<https://umsystem.instructure.com>