## **SLDS Annual FERPA Training**

Go to the SLDS at: <u>https://SLDS.nd.gov</u> or application you have bookmarked.

- Select PK12
- Select ND Ed Portal

Select Profile>Log in using your k12.nd.us, ndus or ndgov credentials. If you forget to select Profile, select Account Settings in the upper right-hand corner after logging in.

Ed	lucation	n Portal				
Log In						
		Legin ID Password		0	K12.	
			Log In	0	rgot Passivord	

## Select Review My Training

ND EdPortal Profile My Training SLDS Training Help					
North Dakota					
SLDS Profile					
This is your SLDS profile. From here you can review the status of any current tra	ining, update your password, visit authorized applications, or change your basic settings.				
If you have any training that is overdue, you will not be able to sign in until a	all training is current. Use the Review Training button below to update your training infor				
User Status	O My Authorized Applications				
Uter Account Is Not Expired:	<ul> <li>Click a button below to launch that application in a new tab.</li> </ul>				
All Required Training Is Complete:	· · ·				
	•O eTranscripte				
	Authorize users to generate ND high school transcripts. Typically counselors in				
User Settings / Password Settings	school are given access to ND eTranscripts.				
User Settings / Password Settings Review My Training	school are given access to ND eTranscripts.				
User Settings / Password Settings Review My Training	school are given access to ND eTranscripts.				

Select the FERPA 101 Details icon.

rth Dakota SLDS required training ertify Completion" link on the train	modules are on the left. E ing module. If your system	ach module displays access has been lin	your individual completion sta nited due to overdue training, y	itus. When you have compl you will need to log out of th	eted a module, certify by using the re SLDS and log back in again to regain	8
Required Training	ober compress.					
lame	Due Date	Required	Days Remaining	Completed?	Details	1
ERPA 101	6/10/2018	Yes	100	Yes	Review / Complete	
Essential SLDS Practices	6/10/2018	Yes		Yes	Barleys / Complete	

Training Details

- If you **have** the FERPA training support doc in hand, continue with Step 1 on page 2 of this doc.
- If you **do not** have the FERPA training support doc printed out, select "Click Here" in Step 2c to view.

FERPA 101
Start Date: 0/1/2021 Must Complete By: 10/1/2021 Completed:
IMPORTANT: ND Century Code requires the provision of annual training negarding student data protection to individuals who access the SLDS, eTranscript, Scholarship Management, and Choice Ready.
Options
<ol> <li>A person can certify that they have completed annual training through their district/employer/institution regarding student privacy. FERPA, and the protection of data which meets the annual training requirement for accessing the SLDS</li> </ol>
or .
<ol><li>Proceed to the FERPA 101 or FERPA 201 training video accessible via the ND Ed Portal and Certify Completion on the Ed Portal immediately after viewing to continue access to the SLDS</li></ol>
a. The training will be approximately 2-04 ninutes b. If you have the training doc in fund, continue with 5kep 1 on page 2 to access uf for the training video c. If not,Click have to view the IRPM satisfing document and access the unif for the training video
<ul> <li>Not have up to 30 days to complete the training and certify.</li> <li>Usen that have not completed behing using the 30-day window will be unable to access student data. Completion of the training will return access for the user.</li> <li>If a further assistance context Support.</li> </ul>
By clicking Certify Completion, you are verifying you have completed annual FERPA training, either from your district/employer/institution or viewed the FERPA 101 or 201 training video.
Certify Completion Return

- 1. Copy and paste or type the following url into your web browser.
  - a. <u>https://studentprivacy.ed.gov/content/online-training-modules</u>

Protecting Studen	nt Privacy	Seeth	Q
RESOURCES + TRAINING + DECMERTPACEDICE	- 1626	MONTUS + CONTACT FREEA	cówrtaiwr
Online Training Mod	ules "We appreci- reality Travis we are appreci- ment our fort from the appreci- ment our fort from the appreci- tion the appreci-	the year patience as we updated and is growthing that to the high demand growthing the new sphere and y antic education community's weeks d have. Sign up for the FTAC Newslette it privacy measures.	inbancad osr for braining ander to anting our r to be up to
ALL AUDIENCES Y ALL TOPICS Y	APPLI CLEAR		
FIERA 101: For Local Happine Agencies	FEEPA HO: The Local Education Agencies Status Company Material Company Status Company Status Company	FIRPA 201: Data Sharira unarri Catar Putatan da	TRPA
		- N	$e \rightarrow h$
PERPANDI: For Colleges & FER Universities Age	PA 101: For Local Education ncies	FERPA 201: Data Shari FERPA	ng under

- 2. Select >FERPA 101: For Local Education Agencies or For Colleges & Universities.
- 3. Select >Click Here to access this course.

FERPA 101: For Local Education
Agencies
Saturday, September 8, 2012
"We appreciate your patience as we updated and enhanced our FERM Training modules! Due to the high demand for training, we are appending up access in the new system and/ is marker to meet our iterative distances community) needer during and fraind testing papers. The recognize that cereating patients of the training modules may have mission comments abnormalities that may cause certain tract elements to appear to overlap. We are working hard to polve this issue and anticipate that it will be messioned in other outer. Research as out it is abnormality comments on the outer and the same of the comment.
We want to know what you think, so please feel free to contact us at Privacy/TAGed gov if you experience any issues with your training experience or have suggestions on how we can better meet your needs. Thank you for your understanding
This online training course was developed by PTAC as an introduction to the Family Educational Rights and Privacy Act (PERPA), and its requirements relating to the privacy and security of Personally Identifiable Information (PIII) is multient records. This course addresses (PIIR) basis, explore exploriments for the providentifiable Information (PIII) is multient Education Agencies (E.S.A), addresses who may and may not access student records, when have recents may be abare and discuss several of the splicable exercision to the TERR requirement for the providence for courset.
Click Here to access this course.
Course duration 30-40 minutes.
Audience: R-12 School Officials
Topics: Family Educational Rights Privacy Act (FERM)
Interactive Training:

4. Select Register if you are a first-time user of the FERPA training. Once you have registered you will then Sign In as a regular user.

	Sign In	
	Please insert your username and Note that by signing in, you agree	password to proceed a to the use of the platform's <b>cookies</b>
$\mathbf{i}$	Username *	
	Password *	0
		Forgot your password?
	SI	GN IN
	New User Register	

 Enter in your work e-mail for example k12.nd.us or ndus, first and last name, and password. (Your password for this site does not need to be your work e-mail password). You will need this password the next time you sign in. Keep the password in a safe place. Select Next.

Email *			
jane.hovda@k12.nd.us			8
First Name		Last Name	
Jane		Hovda	
Password *		Retype Password *	
	9		•
Language			
English	*		

6. Enter in North Dakota for the State and select Local Education Agency or Postsecondary Institution from the dropdown for the Organizational Affiliation. Select Register.

Register step2/2					
Begin your new learning experience by simply filling out this form.					
State	Organizational Affiliation				
North Dakota	Local Education Agency				
Existing user? Sign In	PREVIOUS	REGISTER			

7. Select Enroll to begin the FERPA 101 training module and take the quiz at the end. (Only one module needs to be completed.) Once completed go to Step 9.

JS Departm JS Department	nent of Education t of Education: Cours	on e Catalogue		1/2 < >
	New			
2021 FERPA 2 Sharing Unde (Accessible)	201: Data er FERPA	2021 FERPA 101: Colleges and Universities (Accessible	2021 FERPA 101: Local Education Agencies (Accessible)	FERPA 101: Local Education Agencies (Accessible)
EN	★ 4.0	EN ★ 5	ENROLLED 0 EN ★ 5.0	ENROLLED
E-Learning		E-Learning	E-Learning	E-Learning

- 8. If you completed the training last year, select 2022 FERPA 101 Enroll or FERPA 201 Enroll. Select "Click Start Learning Now" to begin your course.
- 9. A certificate is available to print for your records at completion of the training. Close the window after completion of the quiz. To print the certificate, reopen the course and an icon to print certificate will display.
  a. In the upper left-hand corner is your Home button. The Sign out link is found when you select the icon

with the 3 lines, also in the upper left-hand corner of the screen.

- 10. Return to the ND EdPortal to Certify Completion.
- 11. Select the Certify Completion for the FERPA 101 training. Click OK to verify completion.
- 12. To complete the next module requirement, select the Essential SLDS Practices from My Training Status.
- 13. Select the link: Essential SLDS Practices from the dialog box.
- 14. Once you have read the Essential SLDS Practices document, return to Training Details within the EdPortal.
- 15. Select the **Certify Completion for the Essential SLDS Practices**. Click **OK** to verify completion.
- 16. Select Return to Review My Training Status

You have now completed the annual training.

Review My Training Status							
North Dakota SLDS required training modules are on the left. Each module displays your individual completion status. When you have completed a module, certify by using the "Certify Completion" link on the training module. If your system access has been limited due to overdue training, you will need to log out of the SLDS and log back in again to regain access once the required training has been completed.							
Required Training							
Name	Due Date	Required	Days Remaining	Completed?	Details		
FERPA 101	10/1/2019	Yes		Yes	Review / Complete		
Essential SLDS Practices	10/1/2019	Yes		Yes	Review / Complete		
My Profile							

Completion of the training will return access for the user. Logging out and logging back in will trigger the process is complete. For assistance, contact the EduTech Help Desk.

\*\*Users that have not completed training during the 30-day window will be unable to access student data. This window begins on your first login into the SLDS for the school year.