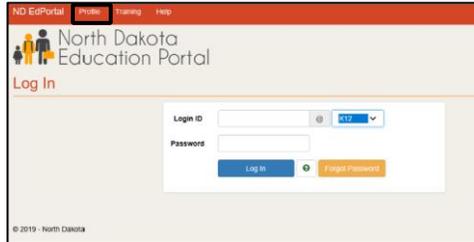


# SLDS Annual FERPA Training

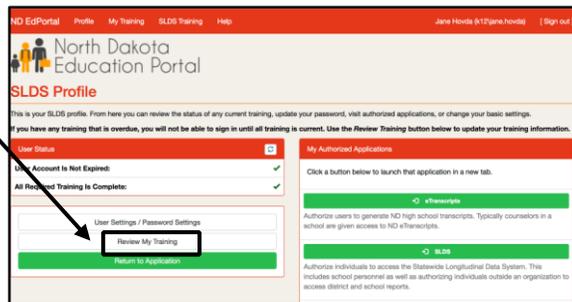
Go to the SLDS at: <https://SLDS.nd.gov> or application you have bookmarked.

- Select PK12
- Select ND Ed Portal

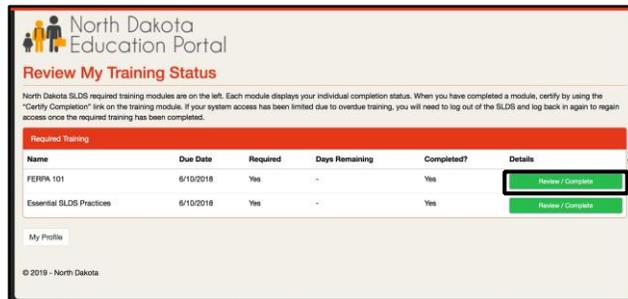
Select Profile>Log in using your [k12.nd.us](https://k12.nd.us), [ndus](https://ndus.org) or [ndgov](https://ndgov.com) credentials. If you forget to select Profile, select Account Settings in the upper right-hand corner after logging in.



Select Review My Training



Select the **FERPA 101** Details icon.



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:** 9/1/2021  
**Must Complete By:** 10/1/2021  
**Completed:**

**IMPORTANT:** ND Century Code requires the provision of **annual training** regarding student data protection to individuals who access the SLDS, eTranscript, Scholarship Management, and Choice Ready.

**Options**

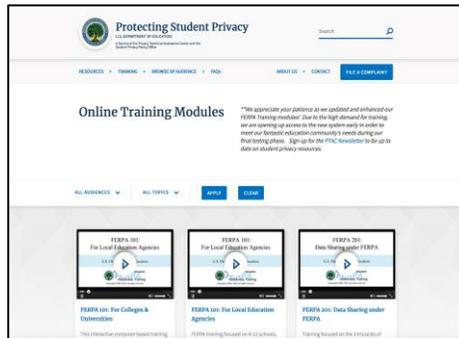
1. A person can certify that they have completed annual training through their district/employer/institution regarding student privacy, FERPA, and the protection of data which meets the annual training requirement for accessing the SLDS
- or
2. Proceed to the FERPA 101 or FERPA 201 training video accessible via the ND Ed Portal and Certify Completion on the Ed Portal immediately after viewing to continue access to the SLDS
  - a. The training will take approximately 20-40 minutes
  - b. If you have the training doc in hand, continue with Step 1 on page 2 to access url for the training video
  - c. If not, [Click here](#) to view the FERPA training document and access the url for the training video

• You have up to 30 days to complete the training and certify.  
 • Users that have not completed training during the 30-day window will be unable to access student data. Completion of the training will return access for the user.  
 • For further assistance contact Support.

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. <https://studentprivacy.ed.gov/content/online-training-modules>



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 4, 2022

"We appreciate your patience as we updated and enhanced our FERPA Training modules! Due to the high demand for training, we are opening up access to the new system early in order to meet our fantastic education community's needs during our final testing phase. We recognize that certain portions of the training modules may have minor cosmetic abnormalities that may cause certain text elements to appear to overlap. We are working hard to solve this issue and anticipate that it will be resolved in short order. Rest assured it does not affect course content.

We want to know what you think, so please feel free to contact us at [Privacy@nd.gov](#) if your experience differs from 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 PFAC as an introduction to the Family Educational Rights and Privacy Act (FERPA), and its requirements relating to the privacy and security of Personally Identifiable Information (PII) in student records. This course addresses FERPA basics, explores requirements for the protection of student records for Local Education Agencies (LEAs), addresses who may and may not access student records, when these records may be shared, and discusses several of the applicable exceptions to the FERPA requirements for consent.

[Click Here to access this course.](#)

Course duration 30-40 minutes.

**Audience:**  
K-12 School Officials

**Topic:**  
Family Educational Rights-Privacy Act (FERPA)

**Interactive Training:**  
FERPA 101: For Local Education Agencies

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 password to proceed  
 Note that by signing in, you agree to the use of the platform's [cookies](#)

Username \*

Password \*

[Forgot your password?](#)

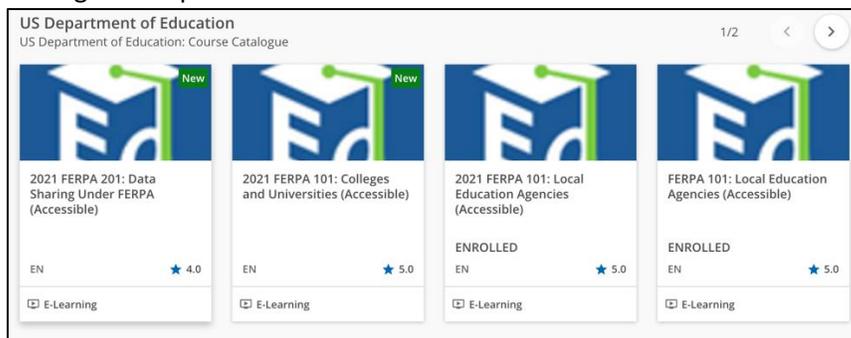
[SIGN IN](#)

New User? [Register](#)

5. 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.

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.

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.



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	<a href="#">Review / Complete</a>
Essential SLDS Practices	10/1/2019	Yes	-	Yes	<a href="#">Review / Complete</a>

[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.**