

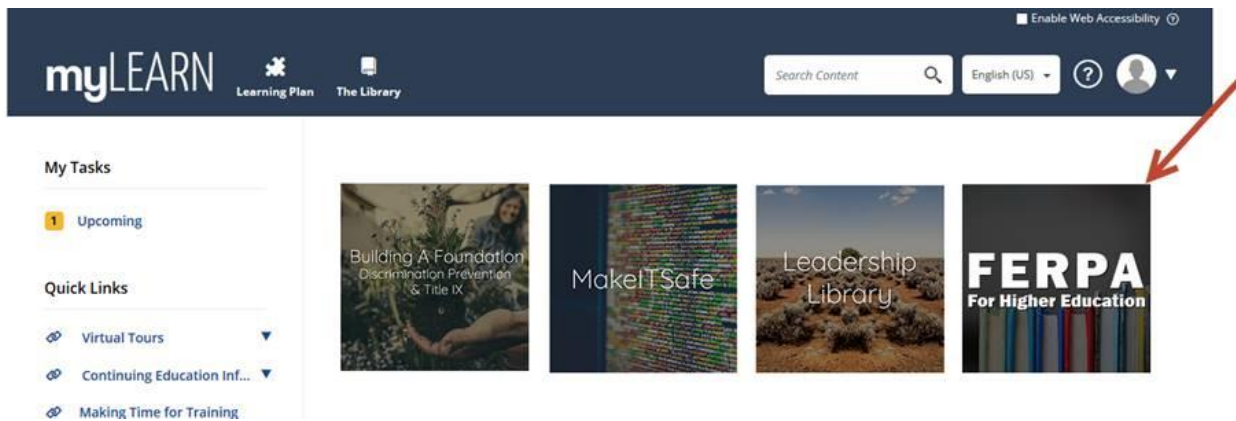
FERPA Training Instructions

Use the following steps to self-enroll in the FERPA training in myLearn.

1. Navigate to myLearn and login: <https://info.umkc.edu/hr/>



2. On the myLearn page click the FERPA tile



3. The search results panel will show the course; FERPA for Higher Education. Click the LAUNCH icon. Read the information contained in the module and complete all three sections.

Search Results

Search: FERPA

+ ADD FILTERS

Search within these results

- Courses
- Books
- Videos
- ILT
- Resources

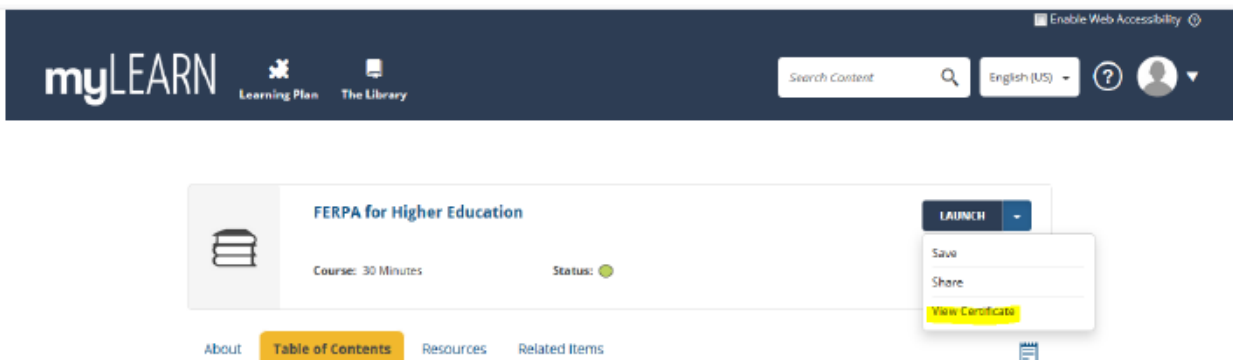


FERPA for Higher Education

Course: 30 Minutes



Once you complete the training, your results will be graded and recorded. You must get a passing grade (**80%** or greater) in order to qualify as FERPA-compliant and be eligible to receive a sign-on ID to enter the Pathway system. After you successfully complete the training the myLearn system will record a certificate of completion. The completion certificate can be viewed by using the pull down menu on the Launch button and selecting View Certificate



If at any time you have a question about releasing student records, and you cannot find the answer in the FERPA Tutorial, contact the [Registration and Records Office](#) for assistance.