

FERPA: Protecting Student Privacy – Training Course

Instructions:

1. Go to <https://learn.ue.org/6F93W091407/DoaneEmployee>
2. First-time users should complete the Registration form located at the bottom of the page. (If you have completed the Driver's Safety Training through the Business Office or any other UE Training, you should already have a username and password.)
 - a) Enter your first name, last name, and Doane email address and click Register
 - b) You will receive a welcome email with your username and a temporary password.
 - c) Follow the link in the email to sign on.
 - d) You will be prompted to:
 - i. Enter your temporary password
 - ii. Create a new password
 - iii. Create and answer a security question
3. Once you are logged in, Complete the FERPA: Protecting Student Privacy course.
4. Send the completed certificate to the instructor of the course you are the TA for.

If you have questions on how to complete these courses, please contact Josh Johnson at joshua.johnson2019@doane.edu