

FERPA Training for Non-Employees

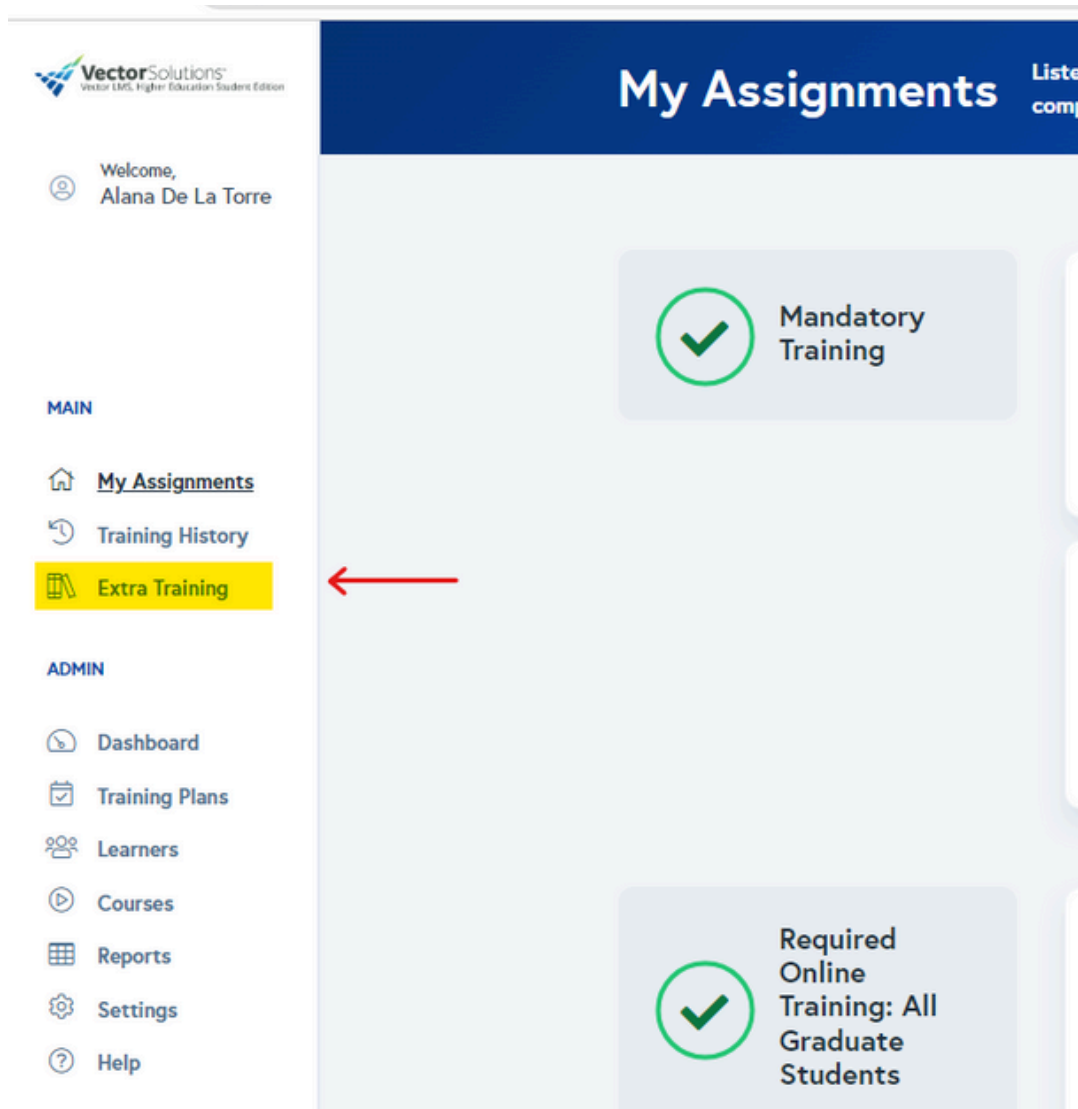
USD students who are not employees and would like to complete the Family Educational Rights and Privacy Act (FERPA) training (either as a training best practice or as a precursor to gaining certain systems access here on campus) can access a training module following the steps below:

1) Using your web browser, go to the Vector LMS, Higher Education Edition website for University of San Diego Students:

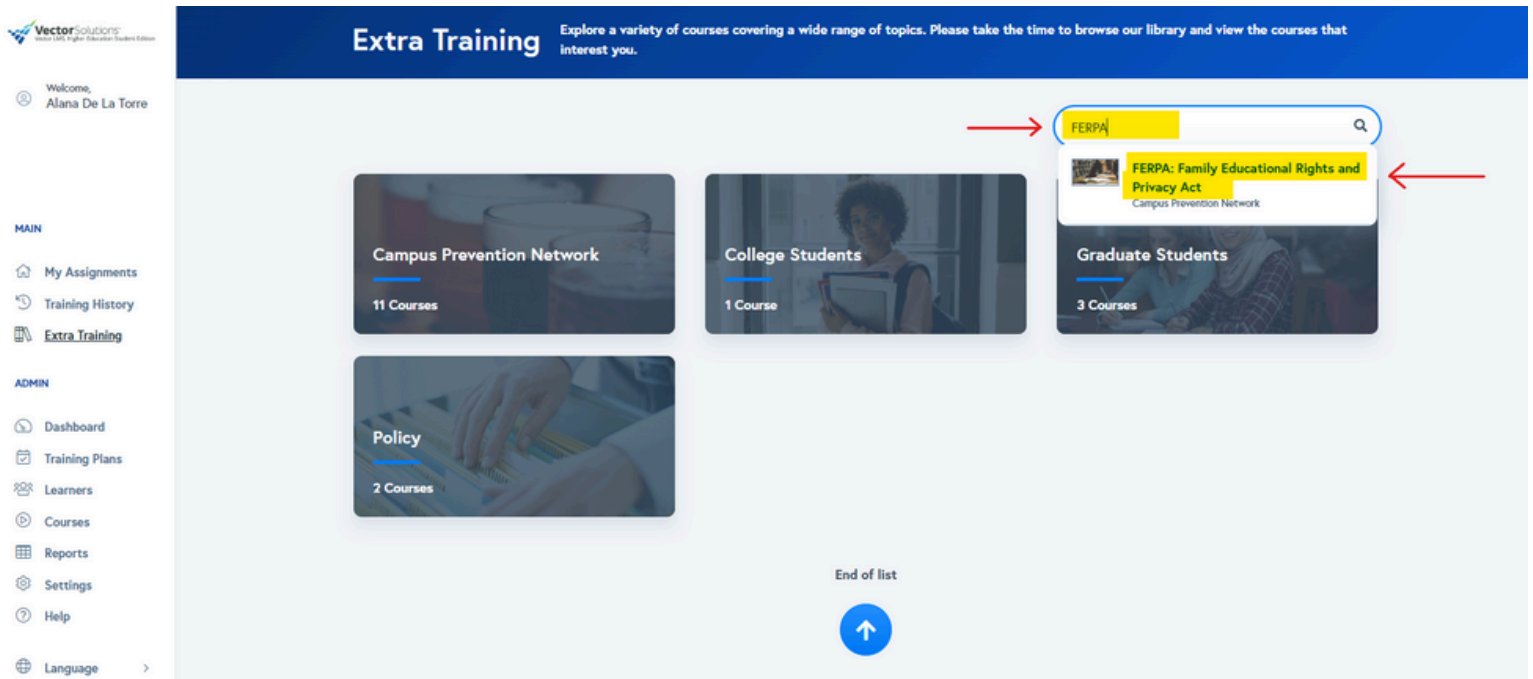
<http://sandiegostudents-ca.vectorlmsedu.com/>

2) Enter your USD username and password to login securely.

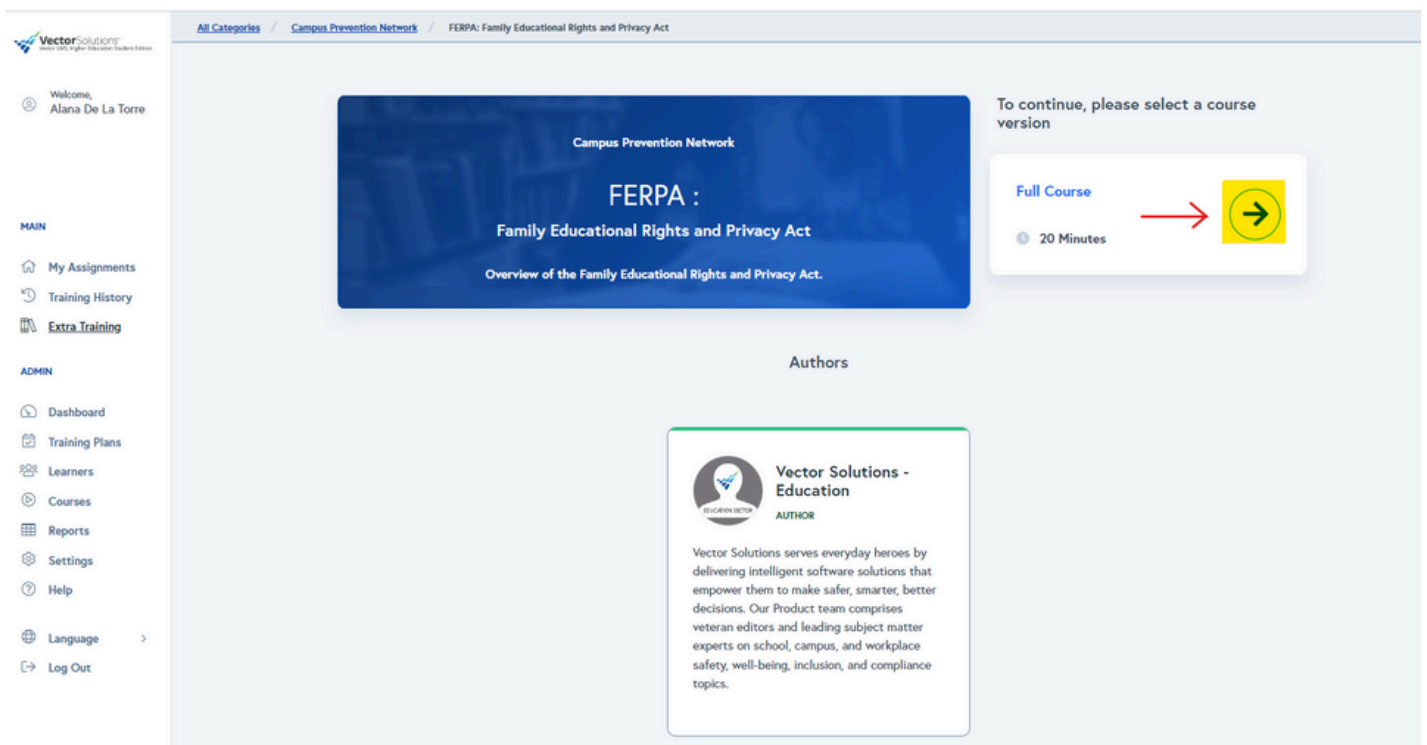
3) Once you log in, from the “My Assignments” page, select the “Extra Training” Tab on the left side of your screen.



4) Using the search bar in the upper right hand corner, type "FERPA" into the search. "FERPA: Family Educational Rights and Privacy Act" will pop up as you are typing. Select "FERPA: Family Educational Rights and Privacy Act."

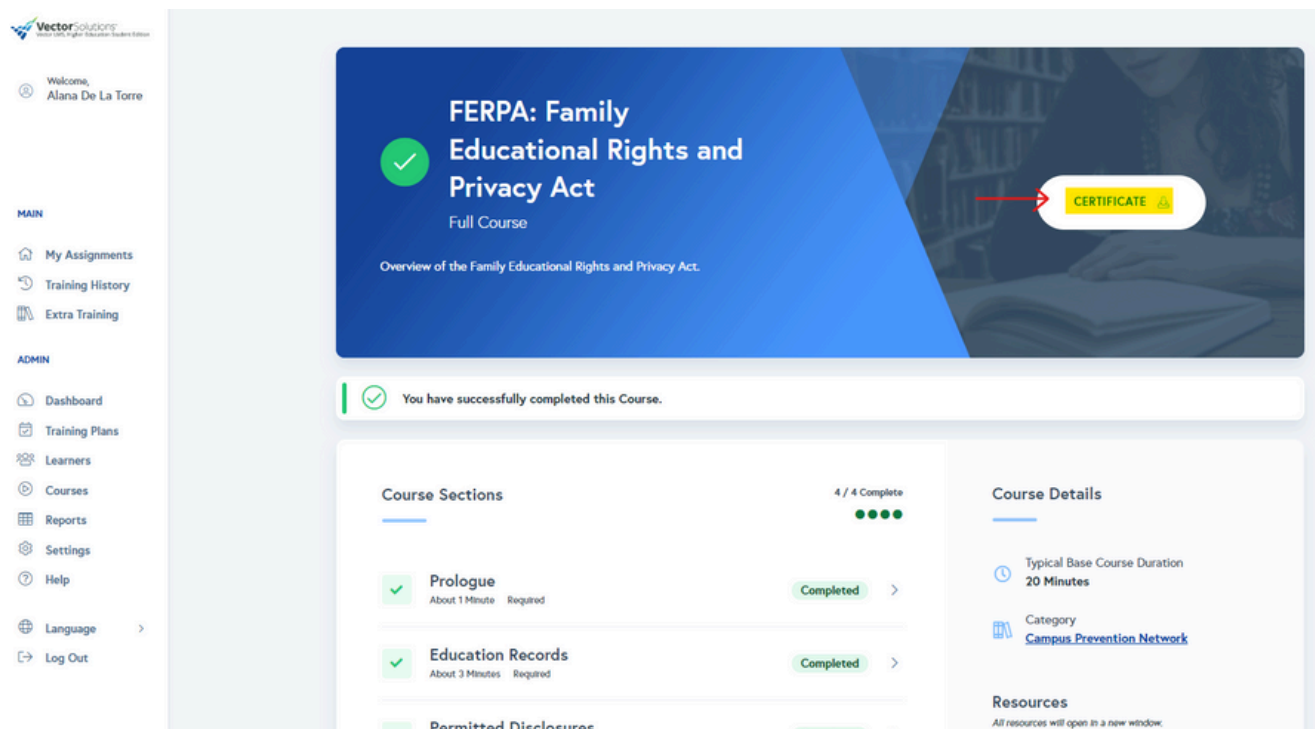


5) Click the next arrow on the right to begin the course.



6) A history of your completed courses is available in "Training History" which can be found on the left-hand side of your screen.

7) Please note: You do not need to send your certificate of completion in to the Department of Human Resources. We recommend saving a pdf copy of your certificate of completion to be able to send to other departments (e.g. ITS) to demonstrate proof of completion for access to various campus systems (e.g. Blackboard).



Need help?

If you have any further questions, please email us at HRLearning@sandiego.edu