



## Accessing FERPA Compliance Training

These instructions will guide you on how to access the NMHU FERPA Annual Compliance Training in Brightspace from the MyNMHU Portal. Participants will need to use their NMHU login credentials to complete the FERPA Annual Compliance Training in Brightspace. Once at the training landing page participants will need to create a login at the Department of Education website for access to the training. Lastly, participants will need to upload the completed copy of their certificate to the Brightspace learning page under the FERPA Certificate Submission area of Brightspace.

**Please ensure you allot at least 50 minutes to complete this training**

### Step 1:

Go to [www.nmhu.edu](http://www.nmhu.edu)

Click on the MyNMHU Portal Link at the top left



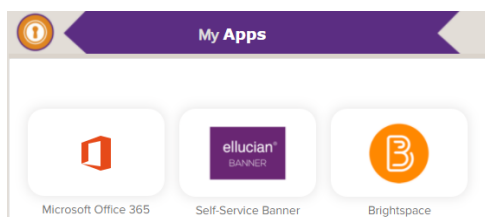
### Step 2:

Enter your NMHU credentials and click Login



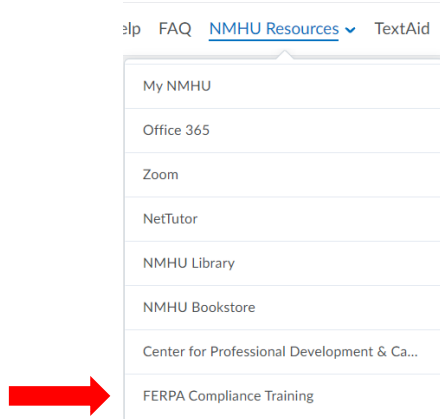
### Step 3:

Once you enter the landing page for the MyNMHU Portal you will select the Brightspace (orange B) in the My Apps section. You may also access this with the My Apps option on the left menu.



## Step 4:

Once you enter the Brightspace Homepage you will see several options for courses (for faculty it will show your assigned courses for the term and/or past terms) use the drop down under NMHU Resources to access the FERPA Training page.



## Step 5:

Once you enter the FERPA Training page you will click on the Department of Education: FERPA 101: College and Universities link as shown below (**Note:** You must create a separate login for the DOE training site):

☰ [Department of Education: FERPA 101: College and Universities](#) ✓  
🔗 Link

The training course provides an introduction to FERPA, explores requirements for the protection of student records, addresses who may and may not access student records, when records may be shared, and discusses several of the applicable exceptions to the FERPA requirement for consent.

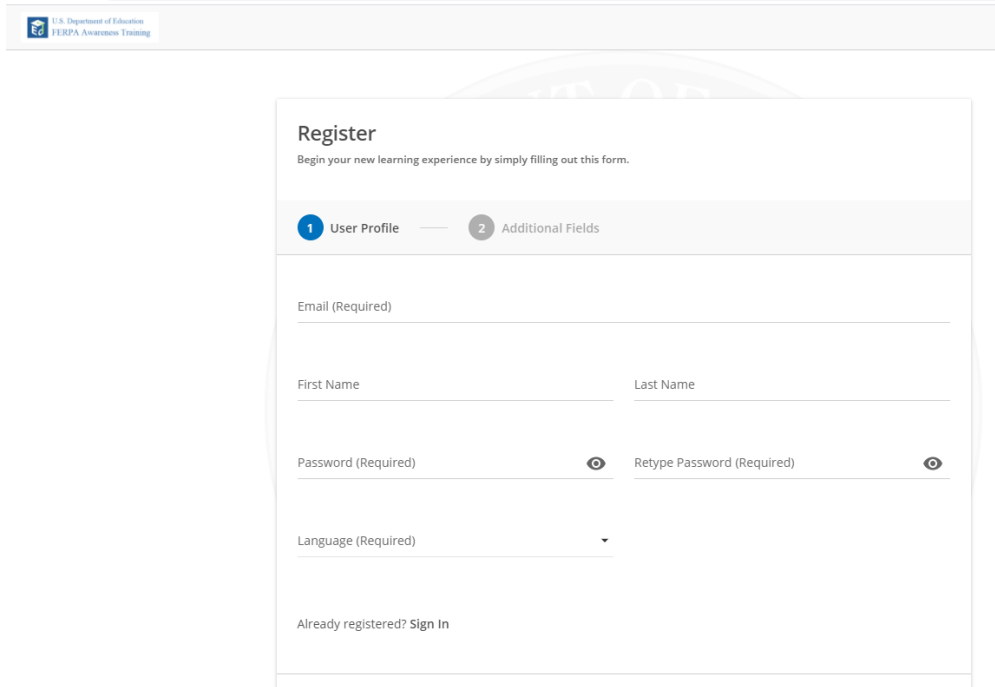
To access the course, you will need to create an account not the same as your NMHU credentials. The site you are accessing is from the Department of Education and not from NMHU.

You will complete the FERPA 101: Colleges and Universities (Accessible) only. Once you complete your course you will receive a certificate from the Department of Education. You will be required to upload this certificate in the assignments tab of this page to show compliance no later than **Friday, October 29, 2021** at 11:59pm (MST).



### Step 6:

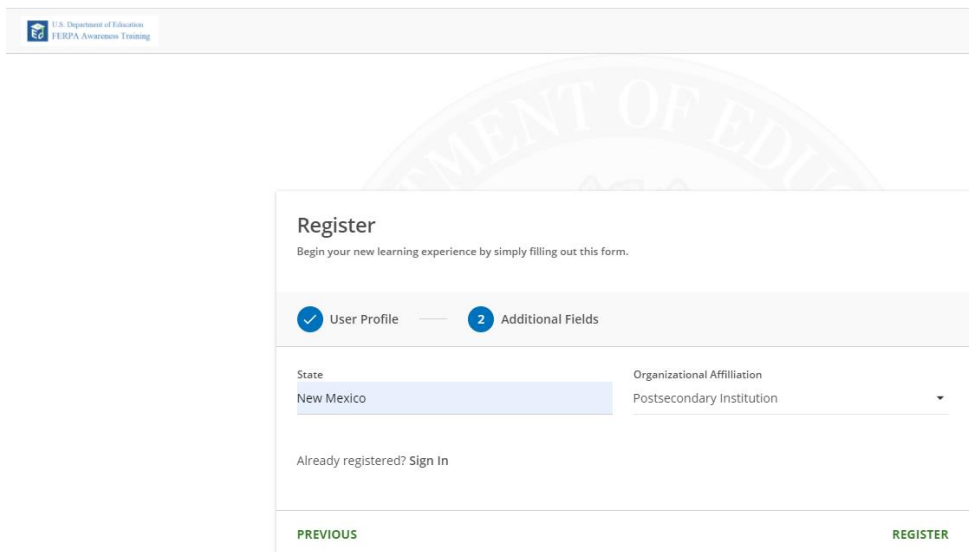
Once you click on the course you will be directed to the Department of Education webpage to create your login and register. Enter your First Name, your self-generated password, and your Language preference.



The screenshot shows the 'Register' form on the Department of Education website. The form is titled 'Register' and includes the instruction 'Begin your new learning experience by simply filling out this form.' The progress indicator shows '1 User Profile' selected and '2 Additional Fields' next. The form fields are: 'Email (Required)', 'First Name' and 'Last Name', 'Password (Required)' and 'Retype Password (Required)', and 'Language (Required)' with a dropdown arrow. A link 'Already registered? Sign In' is located at the bottom of the form.

### Step 7:

Provide your additional information: State: New Mexico and Organizational Affiliation: Postsecondary Institution and click Register.

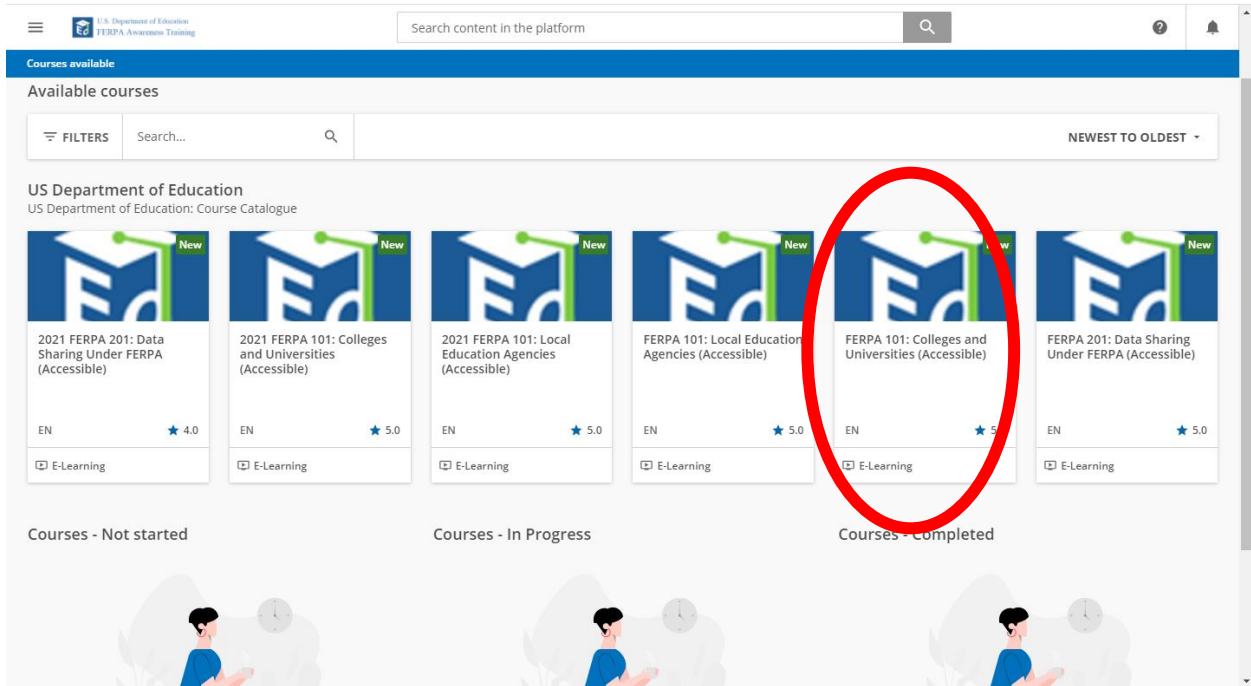


The screenshot shows the 'Register' form on the Department of Education website, now in the 'Additional Fields' step. The progress indicator shows '1 User Profile' with a checkmark and '2 Additional Fields' selected. The form fields are: 'State' with 'New Mexico' selected, and 'Organizational Affiliation' with 'Postsecondary Institution' selected. A link 'Already registered? Sign In' is located below the fields. At the bottom of the form, there are two buttons: 'PREVIOUS' and 'REGISTER'.



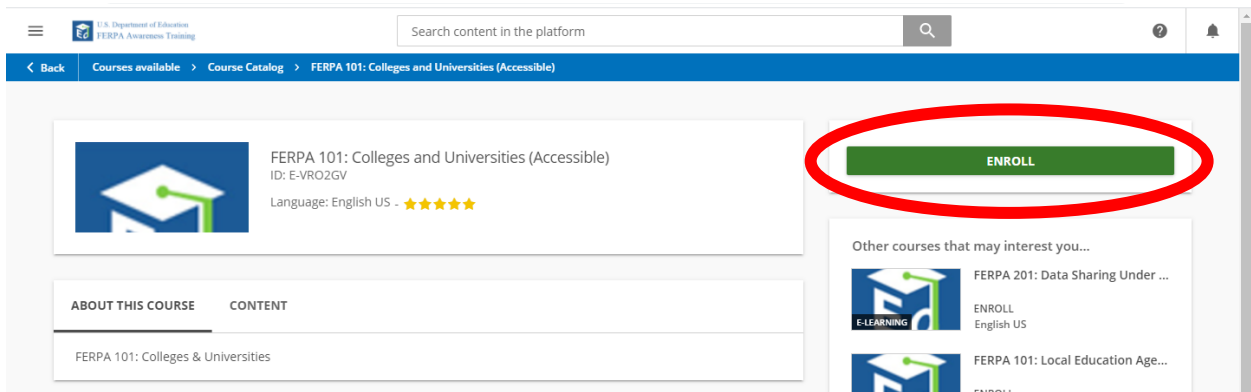
### Step 8:

Once you click Register you will be asked to go directly to the course or view later. If you select to go to the course page immediately you will be directed to all available courses. NMHU Employees are only required to complete the FERPA 101: Colleges and Universities (Accessible).



### Step 9:

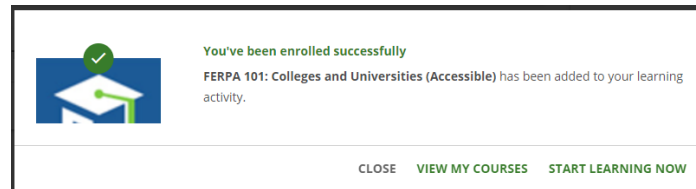
Once you click on the course you will be directed to the available course landing page to enroll in the required course. Please click the enroll button to the right of your screen to enroll in the course





### Step 10:

Once you enroll in the course you will see a confirmation that you have been enrolled in the course. Click on “Start Learning Now” to begin your training:



### Step 11:

Once you have completed the course you will save a copy of your certificate and upload your certificate under the FERPA Certificate Submission in the Brightspace training page.

#### FERPA Certificate Submission

Assignment

This is the assignment module where you will submit your completed FERPA training certificate. Your certificate must be uploaded no later than **Friday, October 29, 2021** at 11:59pm (MST). You do not need to report completion of your annual training as the completion of your course & certificate will be available to Human Resources and your Supervisor and/or Dean after the deadline date.

## *HAPPY FERPA TRAILS!!!*

As always if you have issues or questions on a FERPA related issue please contact your partners at the Office of the Registrar for assistance we will be happy to address your questions/concerns.

**NMHU Office of the Registrar**  
**FERPA Concerns/Questions**  
[registrar@nmhu.edu](mailto:registrar@nmhu.edu)  
**505-454-3232**

