

Background

This guide will assist learners in retaking our newly updated **FERPA Training: for Instructors and Instructional support teams**, without impacting their certification. The trainings have additional information on the new FERPA Health & Safety Emergency Exception. In this guide, we provide two options for retaking this training.

Option A is for learners that have completed the FERPA training outside of EDGE Learning.

Option B is for learners that have completed the FERPA training inside of EDGE Learning.

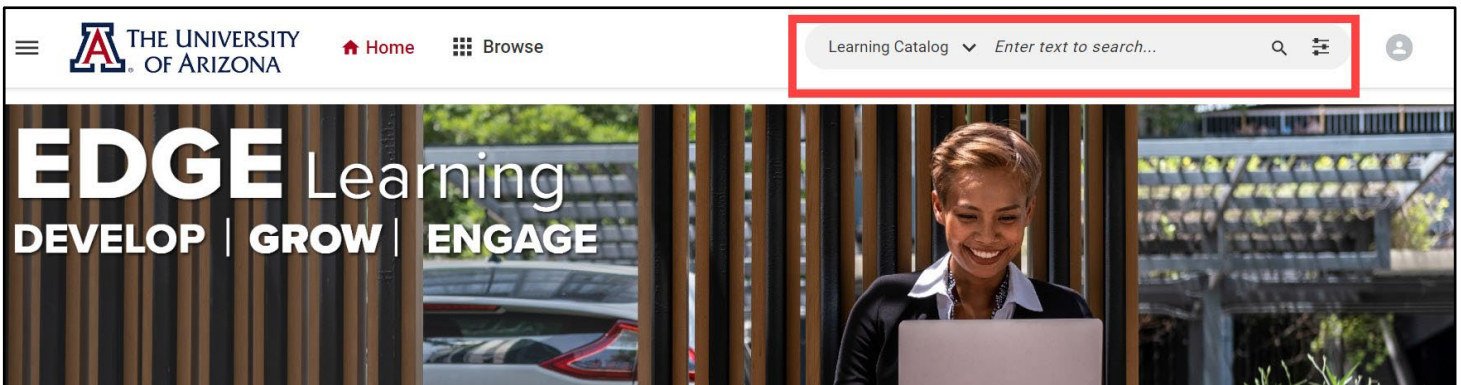
For more information, please contact registrar@arizona.edu

Option A: Retaking the training if you have completed FERPA outside of EDGE Learning

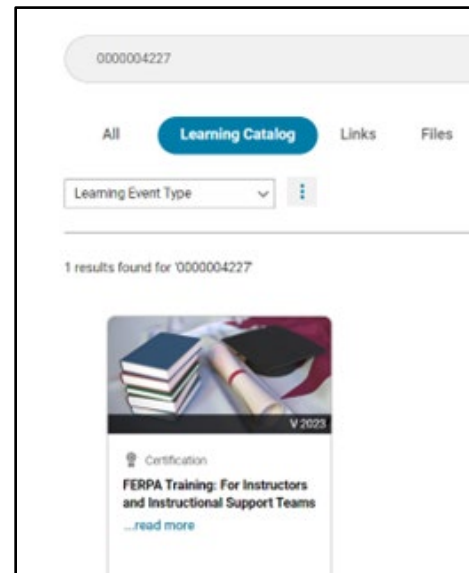
If you completed the **FERPA Training: for Instructors and Instructional support teams** before it was offered in EDGE Learning, your course will say it was **Completed Externally**. If you wish to retake the training to refamiliarize yourself with the content or see an updated version of the training, follow the steps below. If you have questions about these steps, please contact the EDGE Learning Team at edge-learning@arizona.edu.

Step 1: Log in to EDGE Learning.

Step 2: Locate the **learning catalog search bar** on the top right corner of the EDGE homepage. Search the Learning Catalog using course number **000004227**.



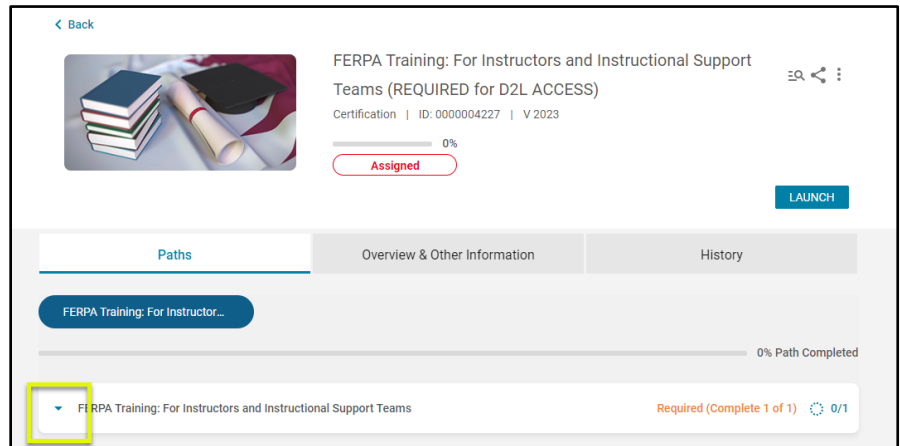
Step 3: From your search results, click the training to open the training details page.



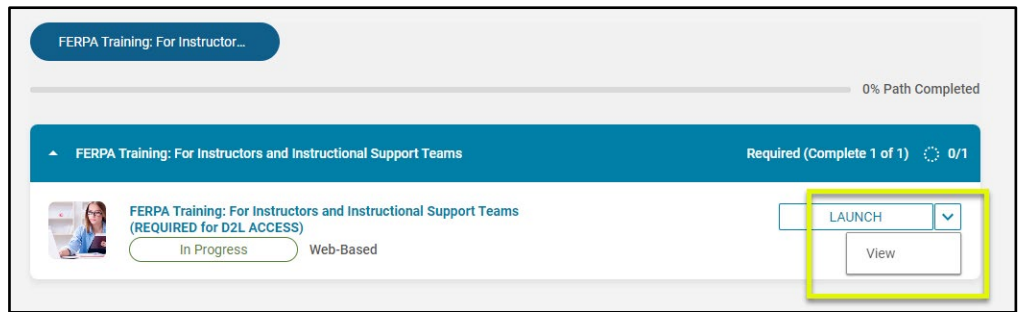
RESOURCE GUIDE: Retaking your FERPA Training: For Instructors and Instructional support teams



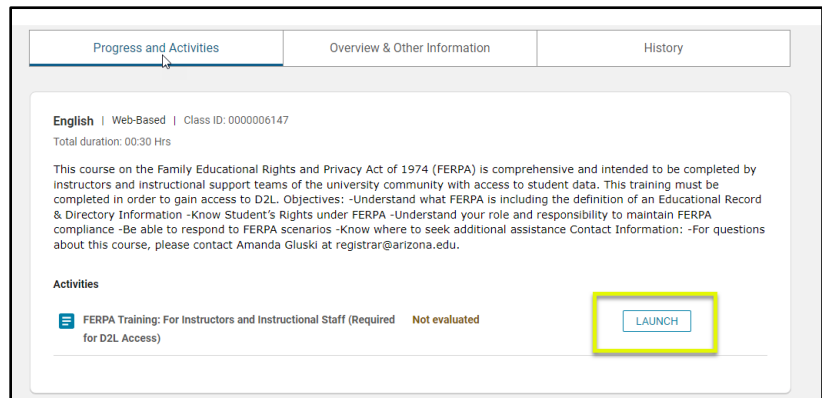
Step 4: Select the down arrow next to FERPA Training: For Instructors and Instructional Support Teams to expand the section



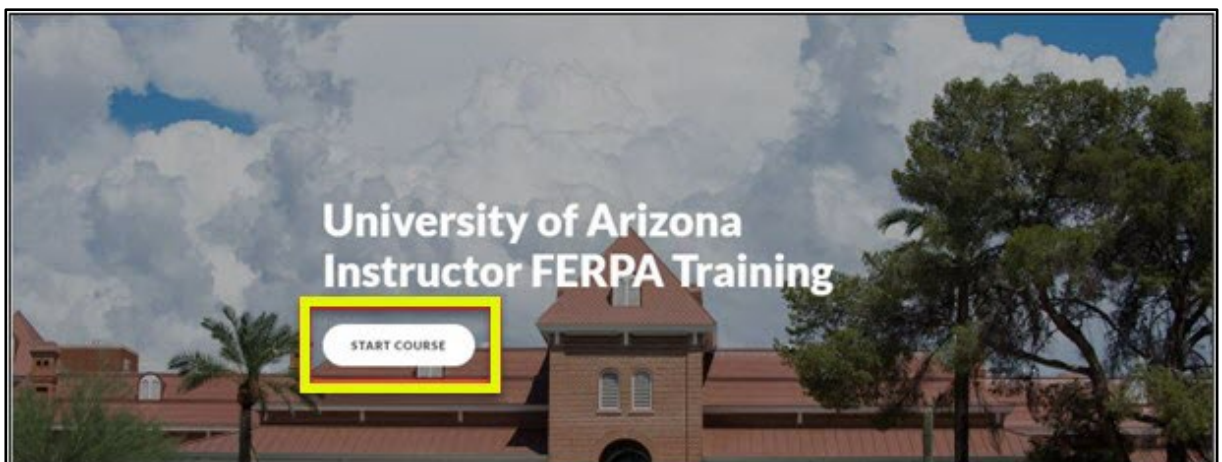
Step 5: Select View



Step 6: Select Launch



Step 7: Select Start Course



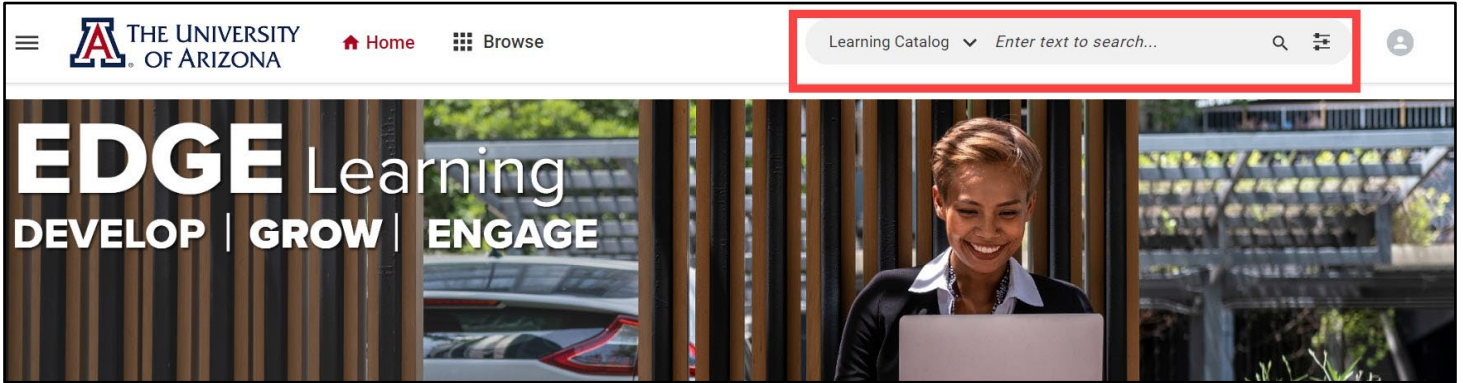


Option B: Retaking the training if you have completed FERPA in EDGE Learning

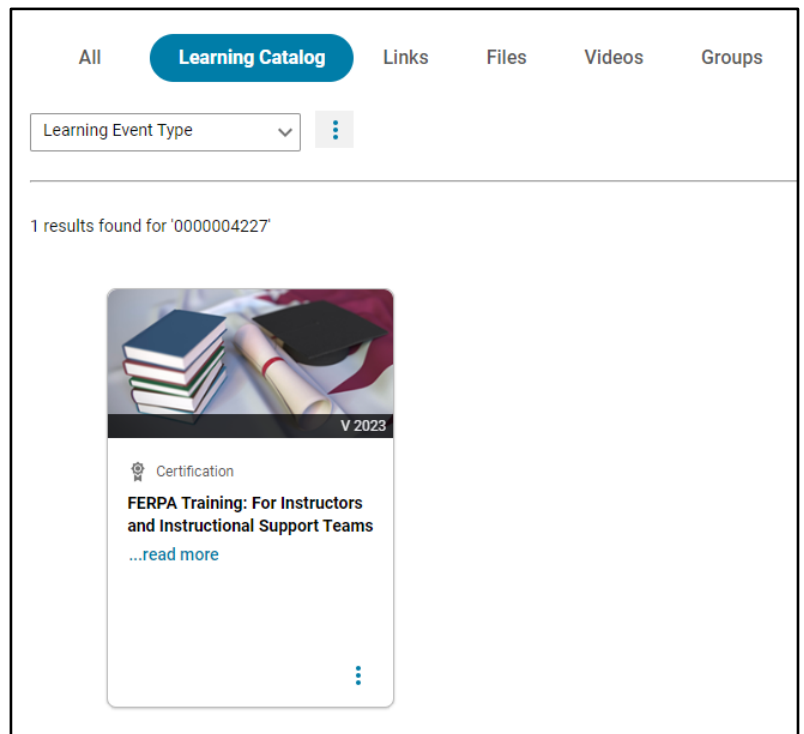
If you wish to retake the **FERPA Training: for Instructors and Instructional support teams** training to refamiliarize yourself with the content or see an updated version of the training, follow the steps below. If you have questions about these steps, please contact the EDGE Learning Team at edge-learning@arizona.edu.

Step 1: Log in to EDGE Learning.

Step 2: Locate the **learning catalog search bar** on the top right corner of the EDGE homepage. Search the Learning Catalog using course number **0000004227**.

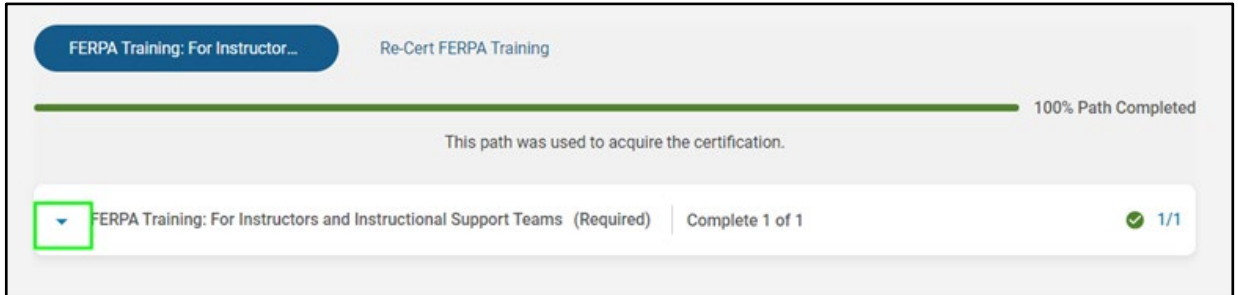


Step 3: From your search results, click the training to open the training details page.

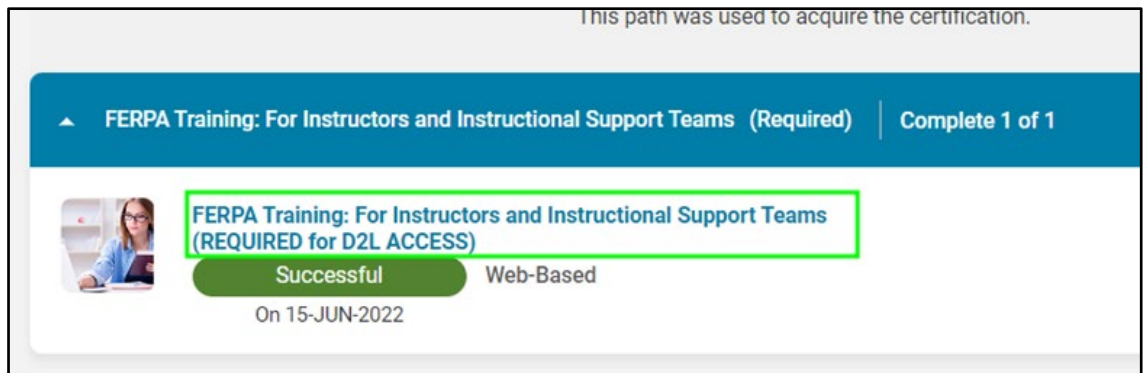


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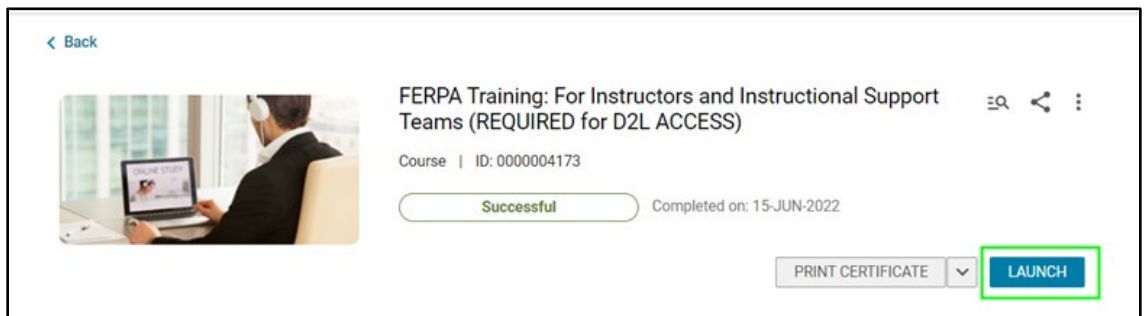
Step 4: Select the down arrow next to FERPA Training: For Instructors and Instructional Support Teams to expand the section



Step 5: Select the blue link



Step 6: Select Launch



Step 7: Select Start Course

