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 0000004173.

**Step 3:** From your search results, click the training to open the training details page.
Step 4: Select Enroll

Step 5: If you see a registration confirmation screen, click Close

Step 6: Click Launch to launch the training.

Step 7: Select Start Course
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**Step 4:** Select the **Launch** button and two options will appear:

a. **RE-LAUNCH** – will allow you to view the original content.

b. **RETAKE** – will allow you to view the **updated content**

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**Step 5:** Select **Start Course**