



Background

This guide will assist learners in retaking the newly updated **FERPA training: for Staff**, without impacting their certification. The trainings have additional information on the new FERPA Health & Safety Emergency Exception. In this guide, two options are provided 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.

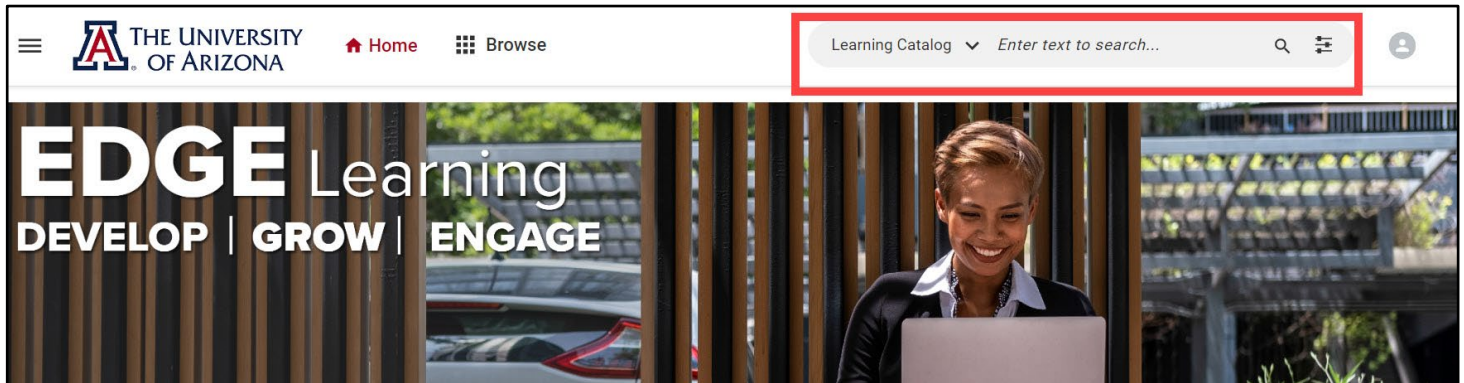
For more information, please contact registrar@arizona.edu

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

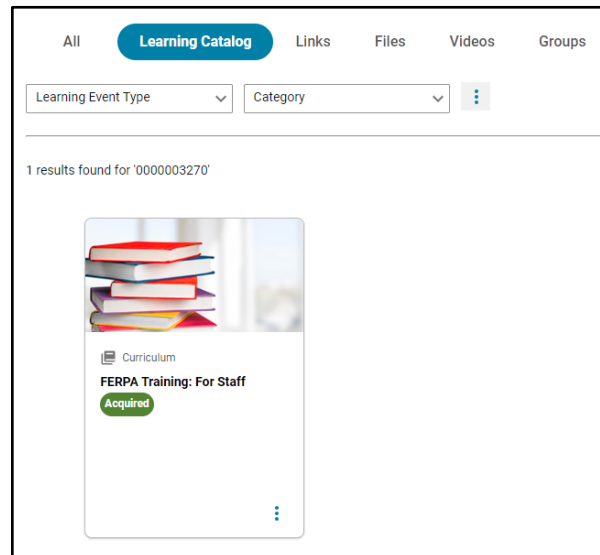
If you completed the **FERPA Training: For Staff** before it was offered in EDGE Learning, your course will say it was **Completed Externally**. If you wish to retake the training to refamiliarize yourself with the content or to review an updated version of the training, follow the steps below. If you 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 **0000003270**.

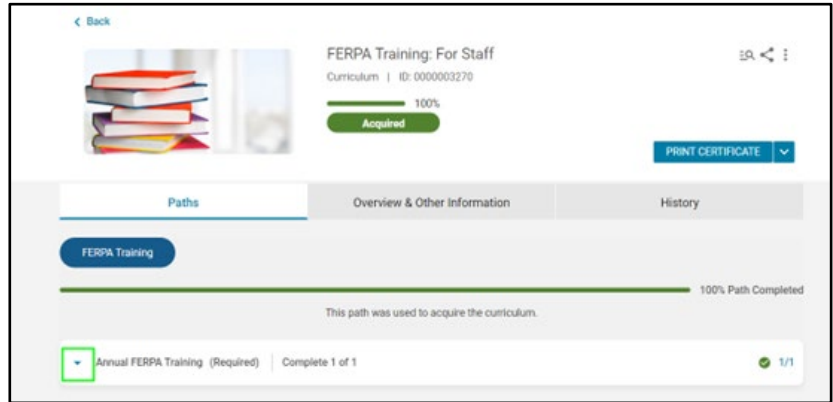


Step 3: From your search results, click the training to open the training details page.

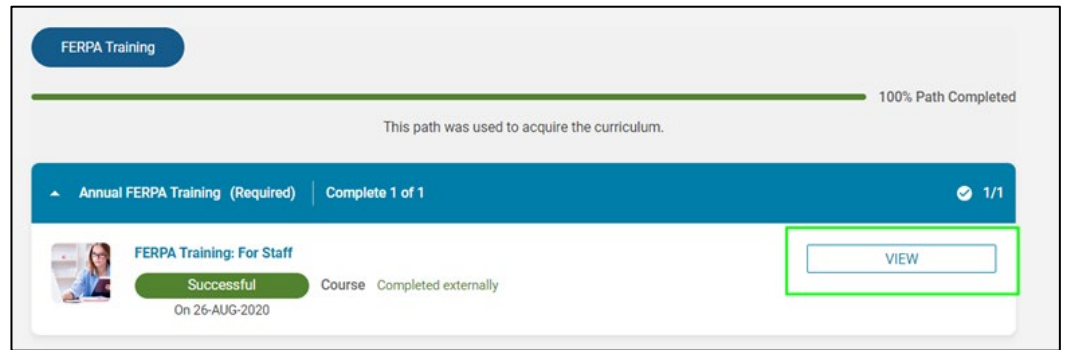




Step 4: Select the down arrow next to Annual FERPA Training to expand the section



Step 5: Select View

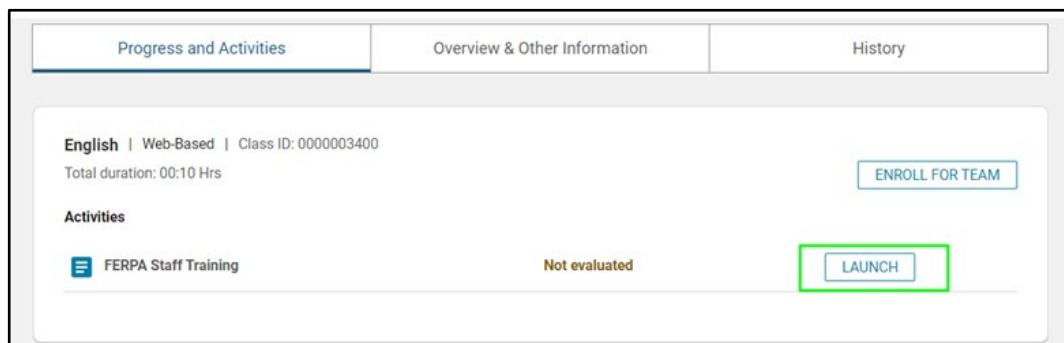


Step 6: Select Enroll or View Details

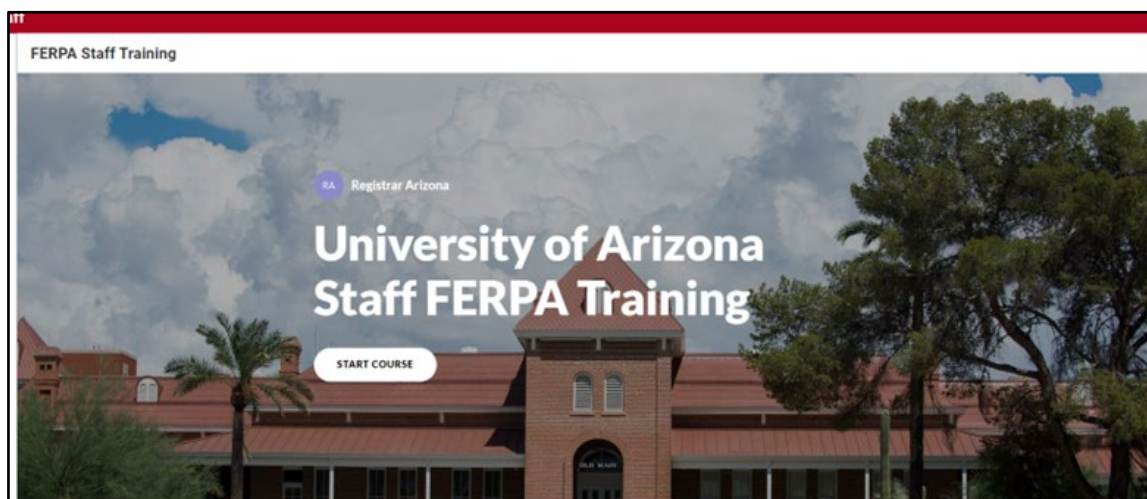




Step 7: Select **Launch**



Step 8: Select **Start Course**



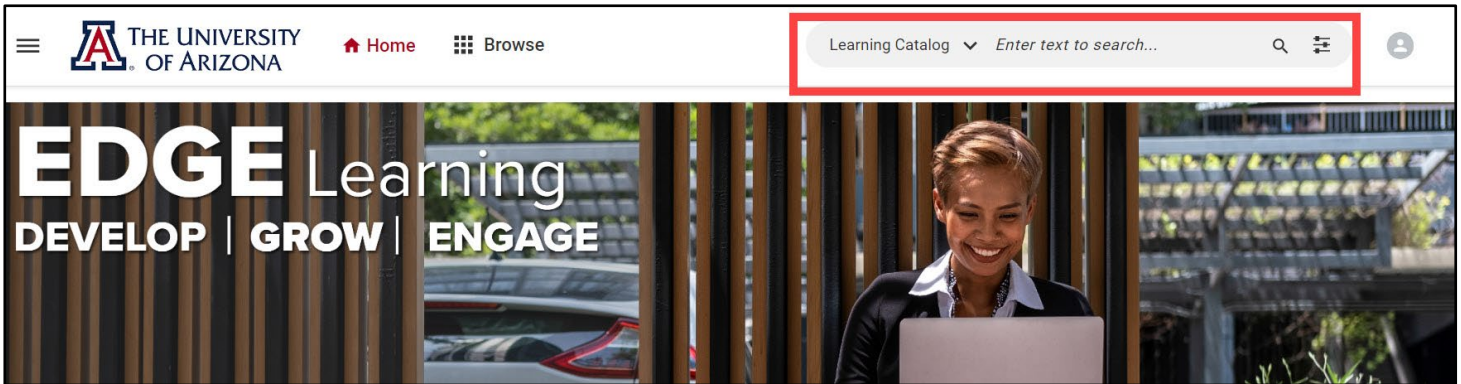


Option B: Retaking the training if you have completed FERPA in EDGE Learning

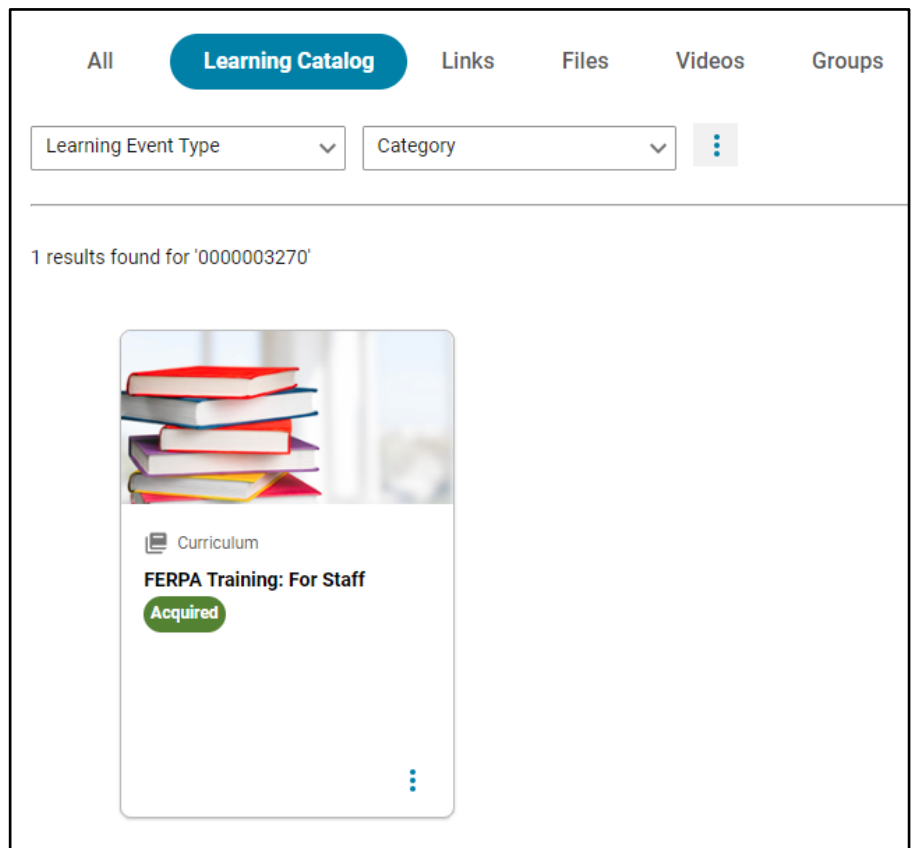
If you wish to retake the **FERPA Training: For Staff** training to refamiliarize yourself with the content or see an updated version of the training, follow the steps below. If you have questions about these steps, please contact the EDGE Learning Team at edge-learning@arizona.edu.

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 **0000003270**.

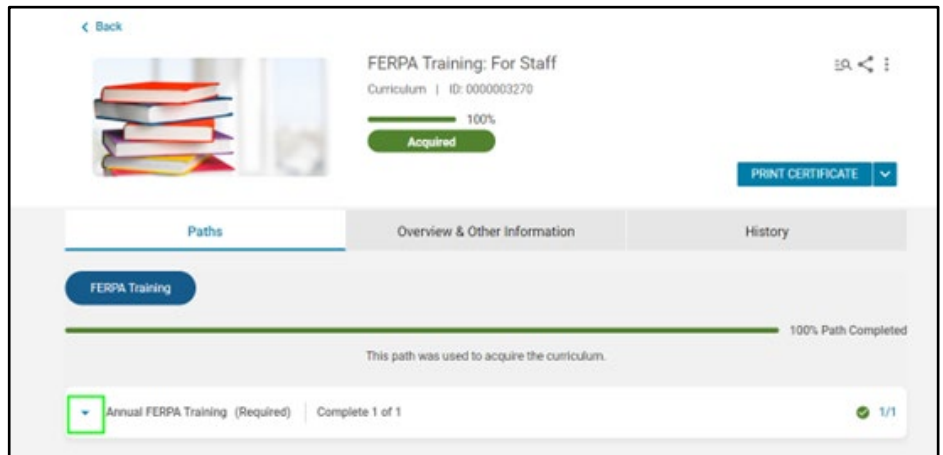


Step 3: From your search results, click the training to open the training details page.

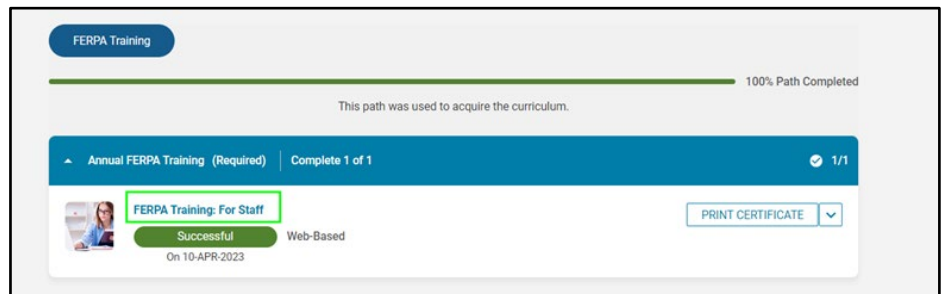




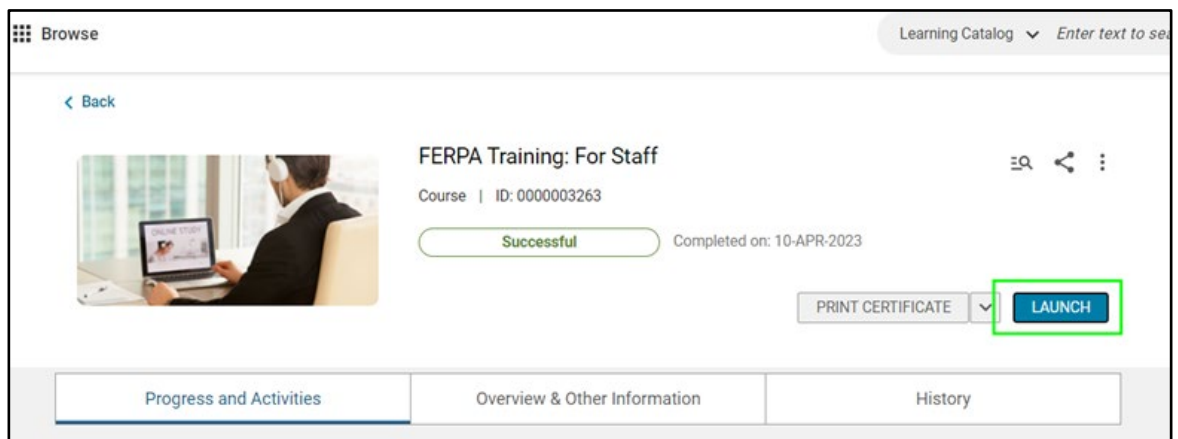
Step 4: Select the down arrow next to Annual FERPA Training to expand the section



Step 5: Select The blue link that says **FERPA Training: For Staff**

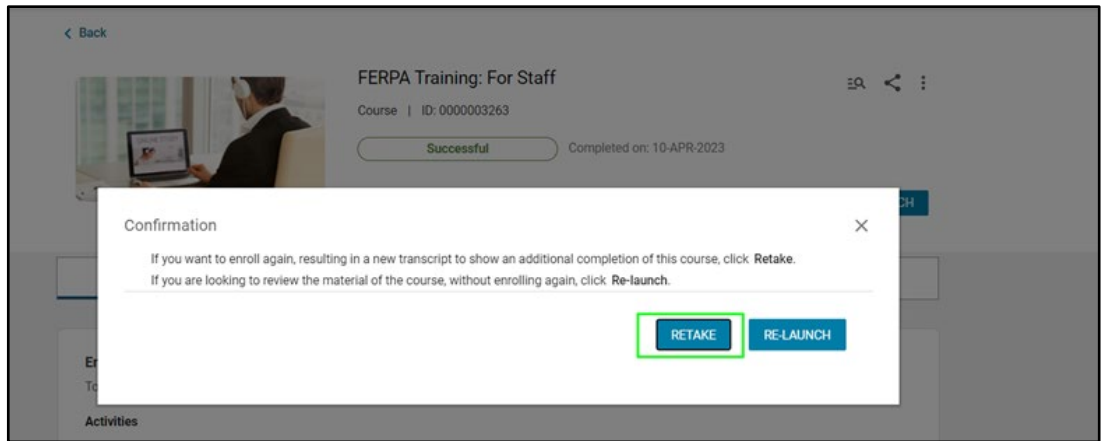


Step 6: Select **Launch**

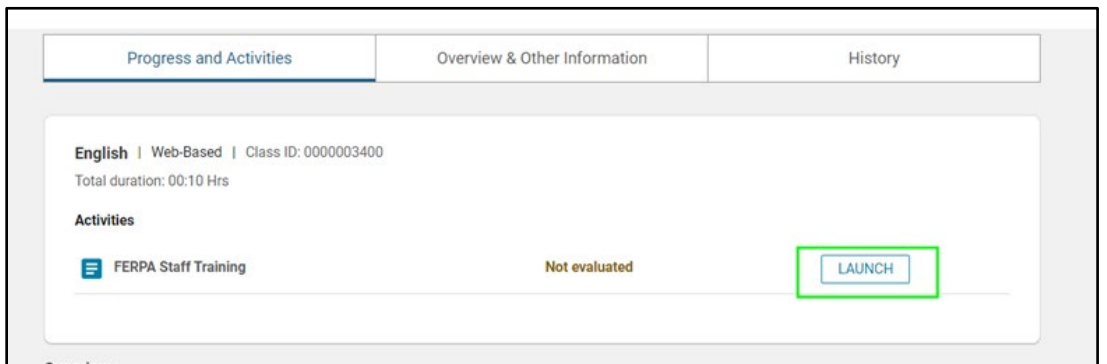




Step 7: Select **Retake** from the options listed



Step 8: Select **Launch**



Step 9: Select **Start Course**

