# VANDERBILT ▼ UNIVERSITY

## FERPA Learning Exchange Enrollment

1. Login to the Learning Exchange via Single Sign On at
   https://learningexchange.ea.vanderbilt.edu/#/dashboard.

2. Upon login, you will see the main dashboard. In the Find a Course block, type 'FERPA' and click the search icon ( 🔍 ). This search is not case-sensitive.
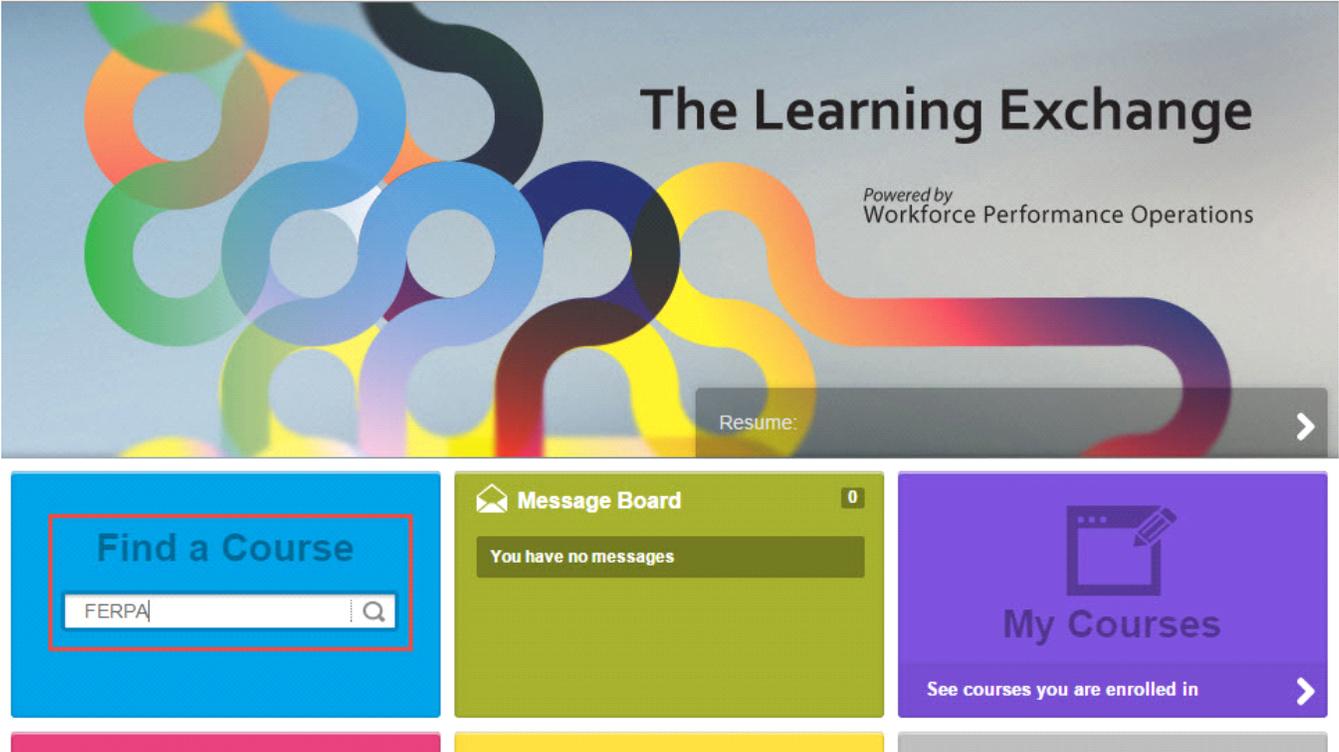


3. Click the enroll button ( **Enroll** ) next to the *FERPA Tutorial* course:

4. Once enrolled, you can proceed to your courses. On the dashboard, click the My Courses block:



5. Click the open button ( Open ) next to FERPA Tutorial.
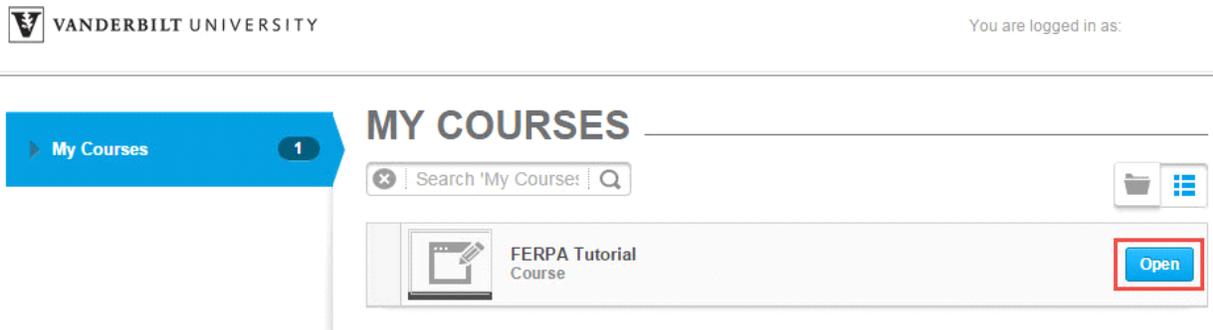


6. Click the arrow icon ( ▼ ) to see more information about the course or click the launch button ( Launch )
   to begin the tutorial or quiz:
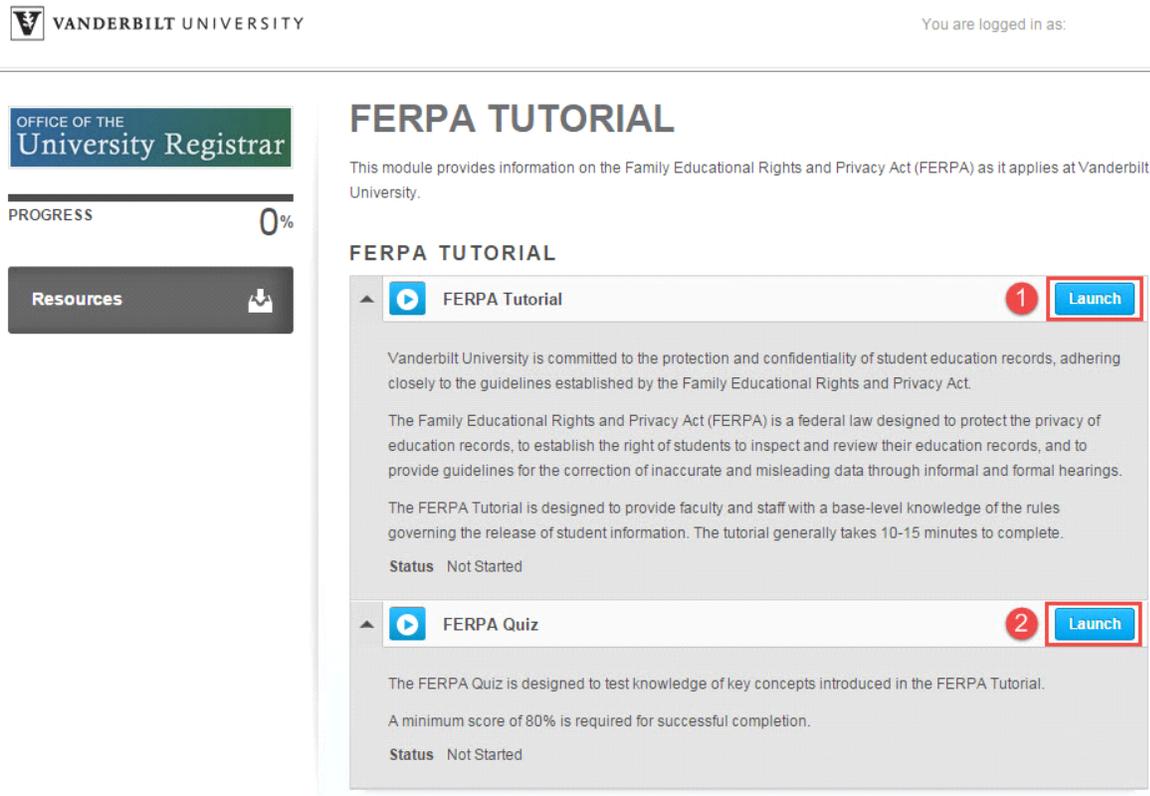
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7. Upon completion of the tutorial or quiz, close the pop up screen by clicking the blue X (×) at the top, left hand corner:



8. Once you have completed the tutorial and passed the quiz, you will see a green checkmark next each of the items and the course progress tracker will show 100%.