FERPA Learning Exchange Enrollment


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 ( ) 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:
7. Upon completion of the tutorial or quiz, close the pop up screen by clicking the blue X (×) at the top, left hand corner:

![Image of a close button on a pop-up screen]

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%.