FERPA and ISIS course completion

The FERPA and ISIS courses can be found in the UCD Access portal (https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html)

Everyone must complete the Introduction to ISIS course to obtain access to ISIS. This on-line course serves as an introduction to the basic functionality and concepts, such as login, navigation, menu items and shortcuts, shared by all ISIS Campus Solutions modules. For instructions on how to get to this course, see below. Your completion and score will be recorded.

1. Everyone must complete and PASS the FERPA-Web based course to obtain access to ISIS. FERPA, of course, is the Family Educational Rights and Privacy Act. It will ill enhance your understanding of the confidentiality protections that federal law affords the records and information that the university maintains about our students. For instructions on how to get to this course, see below. Your completion and score will be recorded.

2. Although it is not required, you should review the CU: ISIS Campus Community course. It will help you to better understand the area of Campus Solutions that includes:
   a. Student biographical and demographic data.
   b. Residency
   c. Positive and negative service indicators (service indicators are what we know as stops).
   d. Student Groups
   e. Etc.

3. How do you access the above training? Please see the Help Desk Line at 303-492-9999 if you have questions on any of the information below:
   a) Log in to the UCD Access portal (https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html) using your network credentials
   b) Click on the CU Resources tab
   c) Click “Training” option under the navigation menu
   d) Click the “Start Skillsoft” link under the Training menu. (This will open a separate window for Skillport. Note: this step can take a while)
   e) Click on the “Catalog” link in the left column of navigation links
   f) Follow the expansion folders to both of the required trainings
      a. FERPA (University of Colorado – Courses > ISIS > CU:FERPA)
      b. Intro to ISIS (University of Colorado – Courses > ISIS > Introduction to ISIS Campus Solutions)
   g) Click the “Launch” link for the desired course.
Creating a Learning Advantage for all University of Colorado Employees

Welcome to the CU Learning Center, your 24x7 portal to learning resources and on-the-job support tools that provide the opportunity to enhance your skills. Explore the different features of SkillSoft to customize your learning. User guides are available at [https://www.cu.edu/abl](https://www.cu.edu/abl).

- **My Plan**: Create a customized learning plan to address specific development goals and keep track of learning assets (courses, skill briefs, books). Organize your learning assets according to your preference by due date, type of asset, or in custom folders.
- **Catalog**: CU Courses are located in this catalog. Browse the catalog to see what resources are available to you. Add learning assets from the catalog to your learning plan or launch them directly from the catalog.
Introduction

What is FERPA?

The University of Colorado is committed to protecting the confidentiality and privacy of all students’ information and records. As an administrator or staff member you play a critical role in the confidentiality of our students’ education records at the University of Colorado. This course is provided to enhance your understanding of the confidentiality protections that federal law affords the records and information that the university maintains about our students.

FERPA protects student information

Welcome to the University of Colorado’s course on the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is the federal law that governs the access and release of a student’s education records with the university. It also affords students certain rights to protect the release and access of such records.

As an employee of the University, you are a custodian of student information