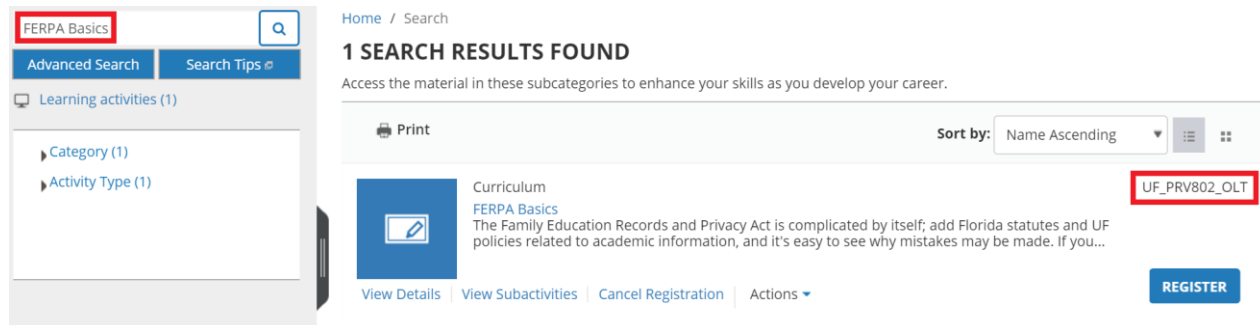# FERPA Basics

1. Log into my.ufl.edu
2. Click on Main Menu > My Self Service > Training and Development > myTraining
3. myTraining site will open in a new tab
4. Search
   a. FERPA Basics **OR** UF_PRV802_OLT

5. It'll require you to register for both the "FERPA Basics – Content" and the "FERPA Basics – Final Assessment" in order to complete the course.
6. Complete course and email certificate to **operations@gemru.org**
7. Course must be renewed each year.