

ONLINE Family Educational Rights and Privacy Act (FERPA) Tutorial

Using any browser like Firefox, Internet Explorer or Safari, navigate to: www.gcctraining.com.

Click the Login to View Training button.



Then, if you have not already completed the tutorial, select “New User – I do not have a Personal ID”.

Please select from the following:

Existing User - I have a Personal ID
I already have an account/Personal ID with GCN.


New User - I do not have a Personal ID
I have NOT yet created an account/Personal ID with GCN.

I do not know or have forgotten.

Next >>

Enter Marquette University’s Organization ID code of 30965 in the next box:

Please enter your Organization ID below.

 ORGANIZATION ID:

[I DON'T KNOW MY ORGANIZATION ID](#)


Enter a username of your choosing in the next box. The username does not have to be the username assigned to you by Marquette University, though it can be if you wish it to be the same.

To create an account, you'll need to choose a Personal ID. Remember this for future logins.

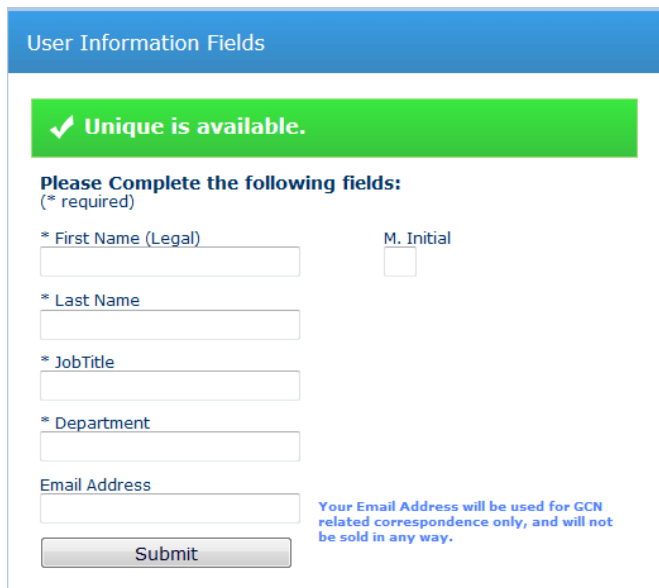
NOTE: The 2015-16 cycle began 7/1/15 and ends 7/1/16.

The Personal ID is a code or username of your choosing.
It is NOT a password

NOTE: Your Personal ID must be a minimum of five characters long and contain no special characters or spaces.

 ENTER YOUR PREFERRED PERSONAL ID:

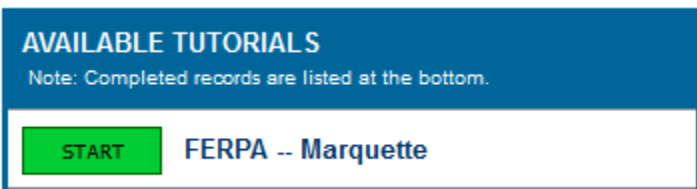
Enter your first and last names, job title, department and Marquette University email address. If you do not have a Marquette University email address yet, simply enter your personal email address. This address will be used only if the Office of the Registrar has questions and needs to contact you regarding this tutorial.



The form is titled "User Information Fields" and features a blue header. A green banner at the top left displays a checkmark and the text "Unique is available." Below this, a blue instruction box reads "Please Complete the following fields: (* required)". The form contains several input fields: "* First Name (Legal)", "* Last Name", "* JobTitle", and "* Department", each with a corresponding text box. To the right of the first name field is a checkbox labeled "M. Initial". Below the department field is an "Email Address" field with a text box. A "Submit" button is located at the bottom left. A blue note at the bottom right states: "Your Email Address will be used for GCN related correspondence only, and will not be sold in any way."

Once you have entered the aforementioned information, you will be asked to confirm your computer's video capabilities.

Thereafter, you may start the tutorial:



This section has a blue header with the text "AVAILABLE TUTORIALS" and a note below it: "Note: Completed records are listed at the bottom." Below the header is a white box containing a green "START" button and the text "FERPA -- Marquette".

After you finish viewing the tutorial, which should take between 20 and 30 minutes, you will be asked to answer 12 questions. You must answer at least 9 of the 12 questions correctly, in order to successfully pass the quiz. If you answer 8 or fewer questions correctly, you will be required to take the quiz again.

Upon successful complete of the FERPA quiz, please sign and print **both** the Certificate of Completion and the FERPA Confidentiality Agreement. Send both of these documents to the Office of the Registrar via campus mail (Zilber Hall, Room 221) or scan and email them to otrdocs@marquette.edu.

If you have any questions, please email the Office of the Registrar (registrars@marquette.edu).

Thank you!