

ONLINE Family Educational Rights and Privacy Act (FERPA) TUTORIAL

All employees seeking access to PeopleSoft must successfully complete the online FERPA tutorial.

Using Internet Explorer, navigate to www.gcctraining.com.

Click the “Login to View Training” button.

The system will check that your computer has the right tools to run the tutorial. After the check is complete, click the “Login to View Training” button again.

Enter Marquette University’s Organization ID “30965” in the first box.

If you have not already done so, create a personal id by clicking the Create a Personal ID button.

GCN LOGIN CLOSE [X]

STEP 1:
PLEASE ENTER YOUR ORGANIZATION ID (USERNAME):

STEP 2: UID
IF YOU HAVE CREATED A 'UNIQUE ID' (PERSONAL ID) PLEASE ENTER IT BELOW.

SUBMIT I FORGOT MY ID

CREATE A PERSONAL ID NEW USERS PLEASE CREATE A PERSONAL ID (UNIQUE ID)

INSTRUCTIONS FOR NEW LOGIN PROCESS
NEED ASSISTANCE? EMAIL INFO@GCNTRAINING.COM

After you successfully log in, select the one and only tutorial available to you from the Select Tutorial menu, and click the “View” button. The tutorial will take approximately 24 – 32 minutes to complete.

Confirm your name and e-mail address are correct, and continue to the tutorial. Or, if your name and e-mail address are not correct, log off, and begin the process from the start, by creating a new personal id.

As you read the instructions for the tutorial, click Next.

GCN MARQUETTE UNIVERSITY TUTORIAL VIEWER CLOSE [X]

FERPA (MARQUETTE) Viewing Slide 0 of 43

Tutorial Information

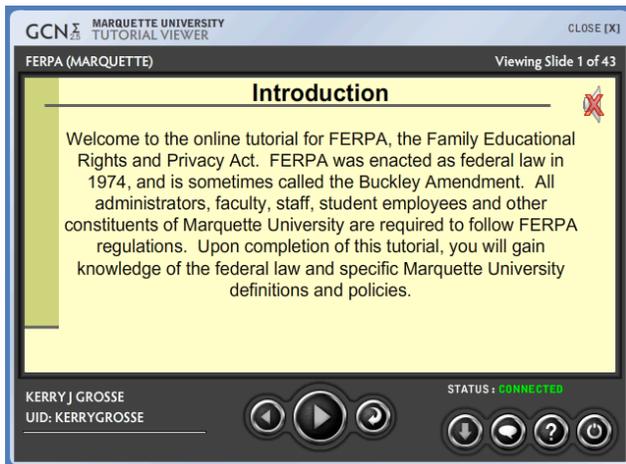
If you exit the tutorial, you may continue where you left off, IF you sign-in with the SAME UID at the beginning of the login process.

NEXT >

KERRY J GROSSE
UID: KERRYGROSSE

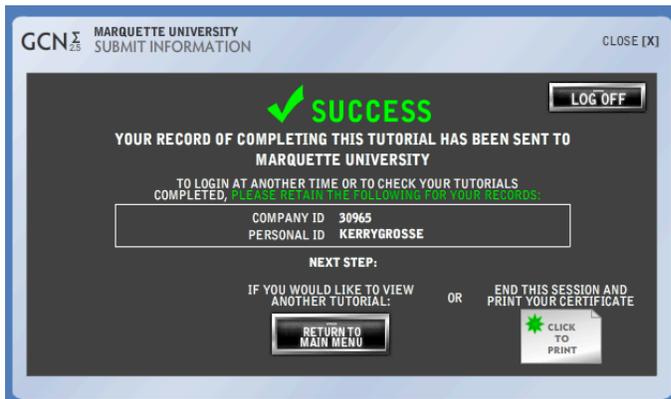
STATUS: CONNECTED

Click the large arrow at the bottom of each screen in the tutorial to advance to the next slide.



After you finish reviewing the tutorial, 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 completion of the FERPA quiz, please print, sign and date both the Certificate of Completion and the FERPA Confidentiality Agreement, and send these documents to the Office of the Registrar via campus mail (Zilber Hall, Room 221), via fax (414/288-3242) or scanned to: registrars@marquette.edu.



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

Thank you.