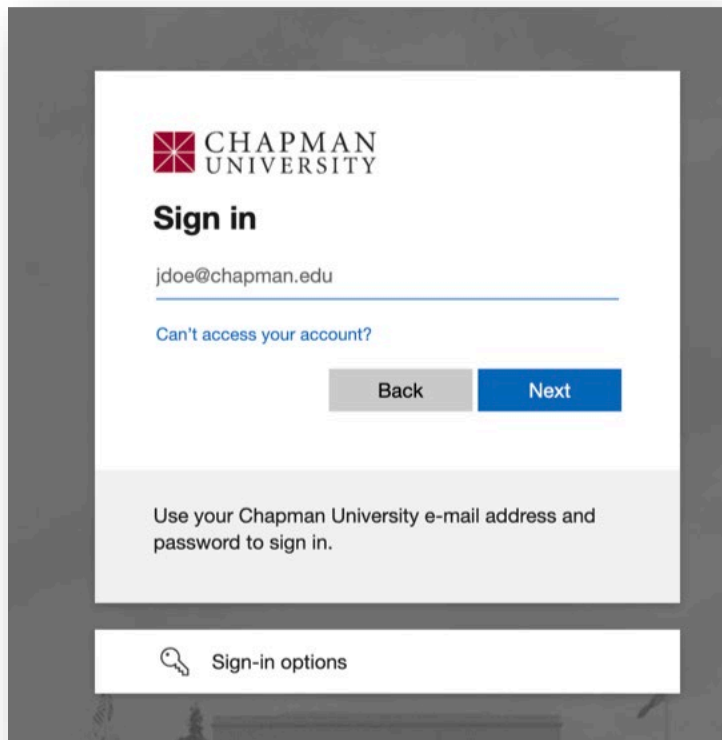



Self-Enrollment for Student FERPA Training

Training about the Family Educational Rights and Privacy Act, commonly called FERPA, may be required by your manager. These instructions will guide you through self-enrolling in the FERPA training course provided by the Vector Solutions training platform.

Navigate to the site by clicking this URL - <https://chapmanstudents-ca.vectorlmsedu.com/login>.
Log In with your Chapman Student Email and Password.

Login Screen –

The image shows a login screen for Chapman University. At the top left is the Chapman University logo, consisting of a red square with a white cross-like pattern. To its right, the text "CHAPMAN UNIVERSITY" is displayed in a serif font. Below the logo, the heading "Sign in" is shown in a bold, sans-serif font. Underneath the heading is a text input field containing the email address "jdoe@chapman.edu". Below the input field is a blue link that says "Can't access your account?". At the bottom of the input section are two buttons: a grey "Back" button and a blue "Next" button. Below these buttons is a light grey box containing the text "Use your Chapman University e-mail address and password to sign in." At the very bottom of the screen is a white box with a key icon and the text "Sign-in options".

 **CHAPMAN**
UNIVERSITY

Sign in

jdoe@chapman.edu

[Can't access your account?](#)

[Back](#) [Next](#)

Use your Chapman University e-mail address and password to sign in.


 Sign-in options

Figure 1- Sign On Screen

Self-Enrollment for Student FERPA Training

Ensure that your name shows in the upper left corner of the screen –

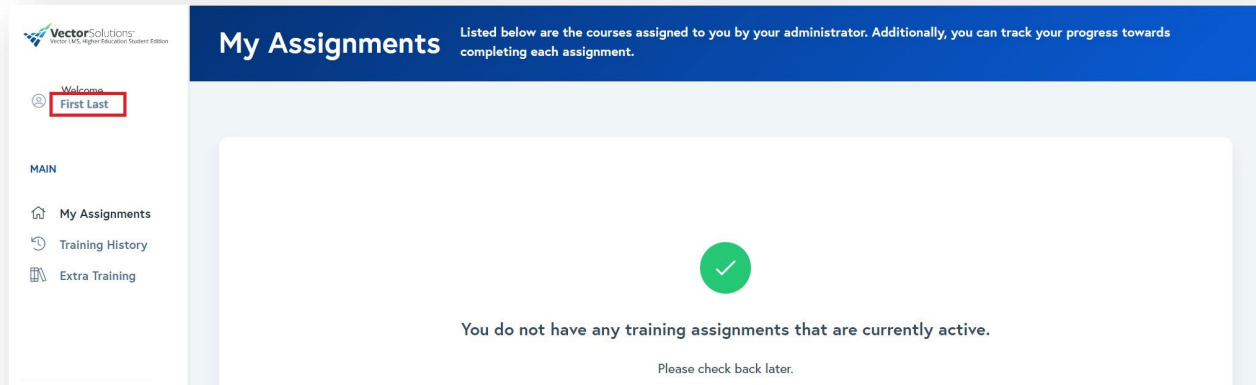


Figure 2 - My Assignments Screen

Go to “Extra Training” in the left side navigation –

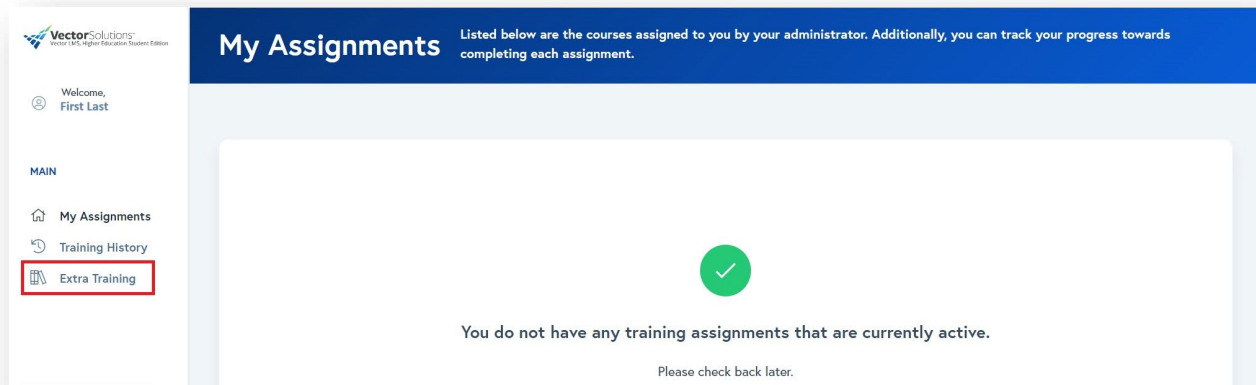


Figure 3 - Extra Training Menu

Self-Enrollment for Student FERPA Training

In the Search field titled “Search for a course” type in FERPA –

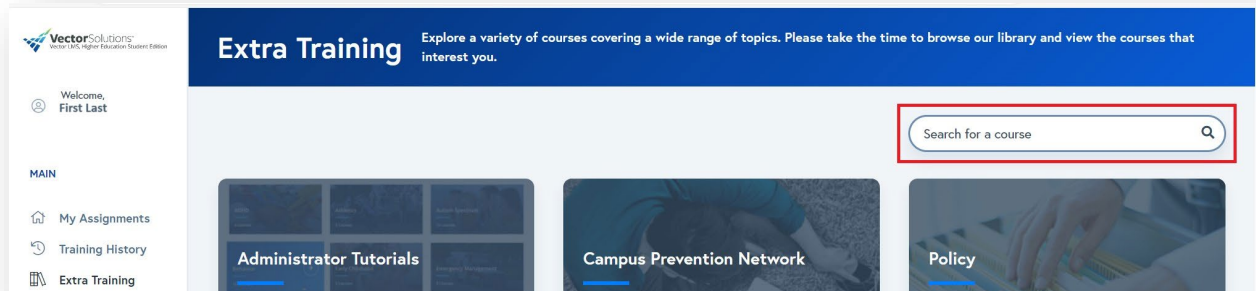


Figure 4 - Search for Course

The name of the course is “FERPA : Family Educational Rights and Privacy Act”. Click on the arrow next to Full Course to start the course –



Figure 5 -FERPA Course Selection

Accept the disclaimer and terms, then complete the course.

Self-Enrollment for Student FERPA Training

After the course is completed click on the “Certificate” button –

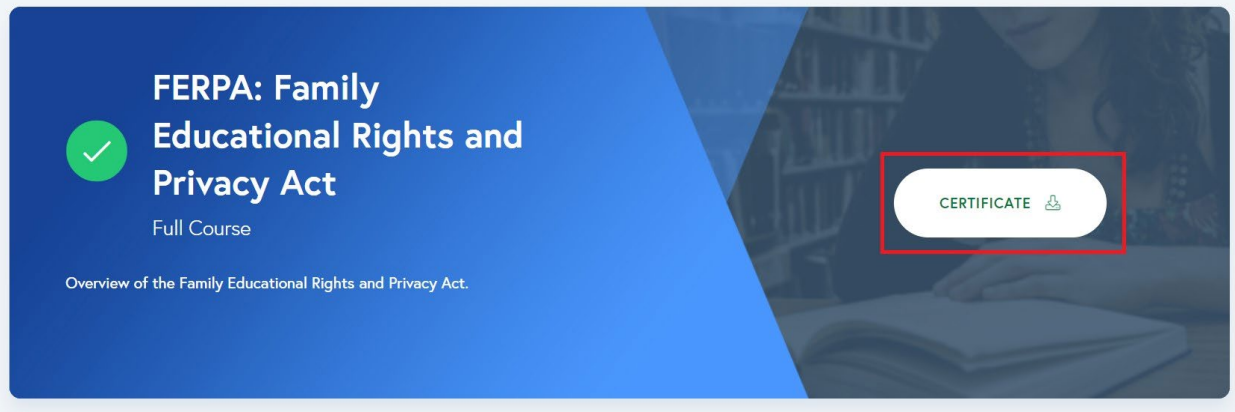


Figure 6 - Course Completion Certificate

Download the certificate and email your Supervisor.

If you have completed the course previously you can go to your Training History to download the certificate and email it to your Supervisor. You will need to change the From and To Dates for your certificate to display.

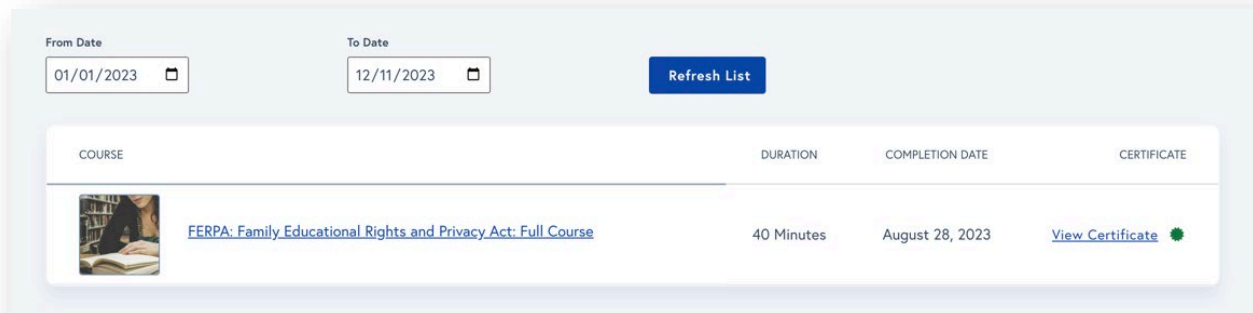


Figure 7 - Training History Certificates