

Go to <https://www.pfw.edu/registrar/employee-resources>.

Scroll down to Quick Links.

Click the FERPA Basics box.

QUICK LINKS

Info you need, right at your fingertips.

ACADEMIC CALENDAR AND FINAL EXAM SCHEDULE
SEE IMPORTANT DATES

FERPA BASICS
LEARN ABOUT FERPA

PFW MASTER DETAIL CALENDAR 2024-25
SEE DEADLINES

Scroll down to the Training and Certification box.

Expand the menu by clicking the + sign.

THE BASIC RULES (+)

TRAINING AND CERTIFICATION (-)

Before completing your FERPA certification, please review the designated [training materials here](#).

On the Brightspace landing page, PFW user's need to click on PWL's instance of Brightspace to complete their FERPA certification.

Once registered, you will receive an e-mail confirmation from webcert@purdue.edu with a link to D2L Brightspace (<https://purdue.brightspace.com>). Log in to D2L Brightspace using your Purdue Career Account.

Click on the link to [review training materials here](#). Additional links to register for the FERPA certification training course are included at the end of the training material slides.

Web Certification Instructions

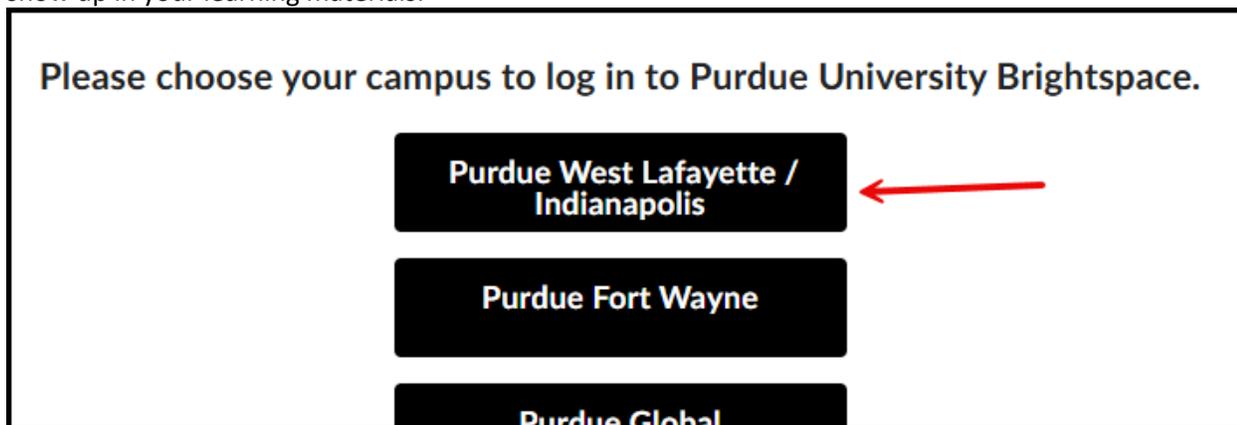
Certification completion

1. Register for [your certification](#) at www.eventreg.purdue.edu/webcert
2. Once registered, allow five minutes for processing and then go to purdue.brightspace.com to complete the quiz.

Please note: A score of 100 percent on the quiz is required to be certified. Employees can take the quiz for their certification as many times as needed to achieve 100 percent.

For urgent matters or questions, please contact itap@purdue.edu.

Once you have completed the training (or you may register for and complete the training at the same time you are reviewing the slides), follow the link to purdue.brightspace.com. Click on Purdue West Lafayette's instance of Brightspace. **You will need to authenticate with your login credentials.** The course you registered for should show up in your learning materials.



Please contact the Registrar's office by email at registrar@pfw.edu, or call 260-481-6815 for additional help.