

**Purdue Career Account, Microsoft Authenticator,  
Brightspace, & FERPA**

**PURDUE**  
UNIVERSITY

**FORT WAYNE**

# Purdue Career Account Access

## ■ Steps to Complete FERPA Training

- You will need to download Microsoft Authenticator on your phone & have access to your Purdue Career Account username/password for both
  - Additional directions for setting up your Authenticator can be found on the following slide and on the resource page
  - This training will be done using [\(Brightspace\)](#) *(link)*

## ■ Steps to FERPA Training Completion

1. Log into Web-Certification Catalog (link)
  - You will need to set up Microsoft Authenticator for Single Sign On Authentication (Microsoft MFA App is highly recommended)
2. Once into the Certification Catalog, click on the FERPA Certification Card
  - To add the training, click on the Take Certification button and wait a few minutes for it to be added in Brightspace
3. Log Into Brightspace (link)
  - Select West Lafayette
  - Once in Brightspace, click on the FERPA Course card, then content, and complete the course

### PFW Help Desk

- If you have any issues at all, please call or reach out to PFW's IT Help Desk
- Tell them who you are and that you are an instructor with Collegiate Connection
  - They will walk you through everything step by step
- Email: [helpdesk@pfw.edu](mailto:helpdesk@pfw.edu)
- Phone: 260-481-6030

### Purdue Career Account Activation

*(New Instructors Only)*

- You will receive an email from our IT that provides a link to <https://myaccount.pfw.edu> and 1st time activation
- After you complete all the steps, your account should be set up
- **Please make sure you keep track of this information (username/password) since they will be required for logging into your Purdue Career Account as well as your 900# and PUID from HR**

# FERPA Training

## ▪ Adding the Trainings (FERPA)

- Once you have your Purdue Account set up, you are ready to set up Microsoft Authenticator and add the course
- [Web-Certification Catalog](#) (*link*)
  - This catalog will allow you to set up Authenticator and is where you will add the FERPA training to your Brightspace account

## ▪ Microsoft Multi Factor Authorization (MFA) for Single Sign On (SSO)

- All SSO will delegate to Microsoft for authentication instead of DUO
- Users will use their **username@purdue.edu** to log in instead of just their username
- Users will **need** to enroll in Microsoft MFA
  - Recommended/Required method – Microsoft Authenticator App (download the app in the app store)
- Public Article: [VPN Access Changes: Microsoft Authenticator Transition](#) (*link*)



### • Steps to create your account

1. Go to Microsoft Sign-ins at <https://mysignins.microsoft.com/security-info>
2. Sign in with your Purdue credentials username@purdue.edu and Career Account password
3. After signing in, select Next when prompted for more information
4. Choose your MFA method
5. Recommended: Microsoft Authenticator App
6. Complete the setup instructions
7. Next time you log into a Purdue SSO-protected application, you'll be prompted for MFA verification
8. Configure additional methods from the Security Information page
9. Purdue recommends setting up at least two methods for recovery purposes.

A screenshot of the Purdue University login page. It features a black header with "PURDUE UNIVERSITY" in white. Below is a white login box with the title "Purdue Login". It contains two input fields: "Career Account Username" with the text "baker33" and "Password" with masked characters. There is a "Log in" button and a "Need help?" link. At the bottom, a small note states: "Note: Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's Accountable Use Policy." with a link to the policy.

# PGP & Course Evaluations

## ■ Web Certification Catalog (FERPA)

- Once you are in the catalog you will need to add your FERPA training module to your Brightspace (LMS) account
- Click on the FERPA card (1), select **+ Take Certification** (2), then wait a few minutes for the program to cycle and add the course to your Brightspace (3)

### Webcert Catalog

1. To register for a WebCert course, Click on course tile and then **Take Certification**.
2. After completing the registration, wait five minutes for the registration to process, then login to Brightspace (Purdue West Lafayette) at [purdue.brightspace.com](https://purdue.brightspace.com).  
Locate your course under **My Courses, WebCert** or **My Courses, All**.

[Click Here for Additional Assistance/Questions](#)

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### Enterprise Certifications



Data Classification and Handling  
Educational Resources / Annual  
Certification

Not Taken



Family Educational Rights and  
Privacy Act / FERPA Annual  
Certification

Complete

Completion date: 5/27/2025  
• Expiration date: 5/27/2026  
• Days to go: 15



GRAMM-LEAHY  
/ GLBA Annual Certification

Not Taken

### Family Educational Rights and Privacy Act

#### FERPA Annual Certification

Course Section

Section Number:

**+ Take Certification**

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Please **wait five minutes** for enrollment to process then go to <http://purdue.brightspace.com> to access your WebCert course under **My Courses, WebCert** or **My Courses, All**. WebCerts will not appear in academic semesters.

**NOTE:** For Regional Campuses, select West Lafayette when logging into Brightspace and login with your Purdue Login.

Registrant:

Jonathan Baker

- Annual Certification

Schedule 28799

Number:

**Notes:** Please **wait five minutes** for your registration to process then login to Brightspace (Purdue West Lafayette) at <https://purdue.brightspace.com>. Locate your WebCert course under **My Courses, WebCert** or **My Courses, All** (they will not appear with academic courses in semesters).

**Tips for locating course:**

- If already logged into Brightspace, log out and back in to refresh your session
- Select the WebCert filter under My Courses. WebCerts do not appear with academic courses under semesters.
- For Regional Campuses, select West Lafayette when logging into Brightspace and login with your Purdue Login.

**Additional Help can be found at** <https://www.eventreg.purdue.edu/WebCert/files/WebCertHELP.pdf>

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# PGP & Course Evaluations

## ■ Brightspace

- Log into [Brightspace](#) (*link*) using your Purdue Career Account & DUO
  - Make sure you select **Purdue West Lafayette / Indianapolis**
  - Find and select the courses, should say something along the lines of FERPA / Annual Certification & Amorous Relationships
  - Select content at the top of the menu bar to access the training materials and the quiz
    - The FERPA quiz can be taken as many times as necessary to get a 100%
- If you need any help with this step, here is a video that walks you through this part of the process
  - <https://youtu.be/OdCpYxcxeal> ~ Web Cert Catalog, Purdue Training Catalog, and Brightspace walkthrough
  - This video and other supports can be found on the [Current Instructor](#) page (*link*)
- This will need to be repeated each year according to Purdue West Lafayette

