

## FERPA Training Steps

Graduate committee chairs and co-chairs are encouraged to run regular degree evaluations on their student advisees in order to 1) verify student eligibility for funding (tuition waivers, assistantships, fellowships, etc.); 2) evaluate student progress to degree; 3) review the courses a student takes each semester and individual course grades; 4) verify completion of non-course degree requirements; and/or, 4) determine degree plan and cumulative GPA.

In order to be able to utilize the Graduate Committee Degree Evaluation tool in Howdy, the faculty must complete a one-time FERPA training via TrainTraq (if not previously completed). When trying to access the Graduate Committee Degree Evaluation tool, the following screen will display if you have not completed FERPA training.

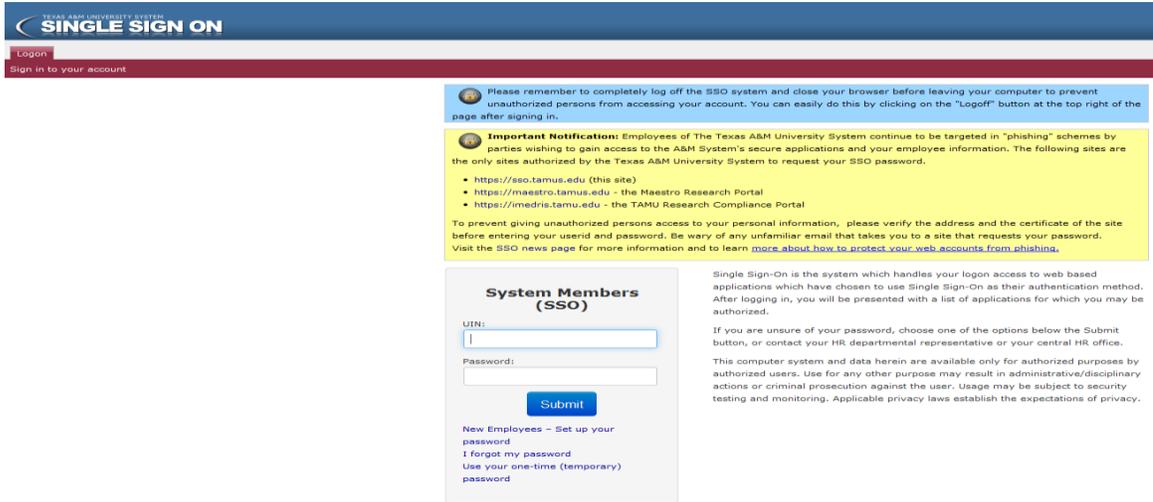


The screenshot shows the Howdy system interface. At the top, there is a navigation bar with the Howdy logo, a search bar, and a "Go" button. Below the navigation bar, the page title is "Graduate Committee Student Selection". On the right side, there is a "Print" link and the user information "Ol' Sarge" and "Dec 03, 2012 10:17 am". The main content area contains an important message: "IMPORTANT: You have not completed your FERPA training." Below this message, there is a paragraph explaining that the ability to view Degree Evaluations requires the completion of FERPA in TrainTraq (course 11012 FERPA). To obtain access to view Degree Evaluations, the user is instructed to follow three steps: 1. Log into TrainTraq by going to [sso.tamu.edu](http://sso.tamu.edu). Click Course Catalog at the top of your browser, enter the corresponding Course Number(11012) and click search. 2. TrainTraq will email a confirmation to you after the FERPA course is completed. 3. Forward the email to [eis-security@tamu.edu](mailto:eis-security@tamu.edu). Once your email is received, the ability to view Degree Evaluations will be enabled within one business day. At the bottom of the page, there is a "Print" link and the number "2".

For questions regarding the Graduate Committee Degree Evaluation tool contact [ogaps@tamu.edu](mailto:ogaps@tamu.edu).

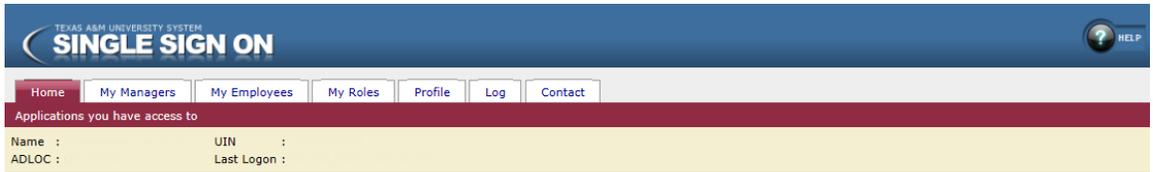
To complete the FERPA training, follow these steps:

1. Log into TrainTraq by going to sso.tamus.edu.



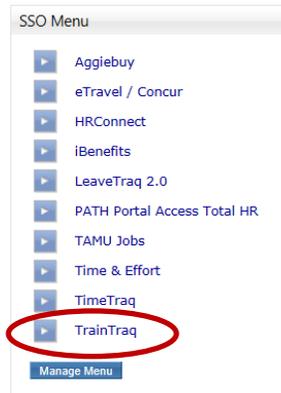
The screenshot shows the Single Sign On (SSO) login page. At the top, there is a blue header with the "SINGLE SIGN ON" logo. Below the header, there is a red bar with the text "Logon" and "Sign in to your account". The main content area is white and contains several sections:

- A warning box: "Please remember to completely log off the SSO system and close your browser before leaving your computer to prevent unauthorized persons from accessing your account. You can easily do this by clicking on the 'Logout' button at the top right of the page after signing in."
- An "Important Notification" box: "Employees of The Texas A&M University System continue to be targeted in 'phishing' schemes by parties wishing to gain access to the A&M System's secure applications and your employee information. The following sites are the only sites authorized by the Texas A&M University System to request your SSO password."
  - <https://sso.tamus.edu> - (this site)
  - <https://maestro.tamus.edu> - the Maestro Research Portal
  - <https://imedis.tamu.edu> - the TAMU Research Compliance Portal
- A "System Members (SSO)" login form with fields for "UIN:" and "Password:" and a "Submit" button.
- Links for "New Employees - Set up your password", "I forgot my password", and "Use your one-time (Temporary) password".
- Text explaining Single Sign-On: "Single Sign-On is the system which handles your logon access to web based applications which have chosen to use Single Sign-On as their authentication method. After logging in, you will be presented with a list of applications for which you may be authorized." and "If you are unsure of your password, choose one of the options below the Submit button, or contact your HR departmental representative or your central HR office."
- Text about privacy: "This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy."



The screenshot shows the Single Sign On dashboard. At the top, there is a blue header with the "SINGLE SIGN ON" logo and a "HELP" button. Below the header, there is a navigation menu with the following items: Home, My Managers, My Employees, My Roles, Profile, Log, and Contact. Below the navigation menu, there is a section titled "Applications you have access to" with the following information:

Name :	UIN :
ADLOC :	Last Logon :

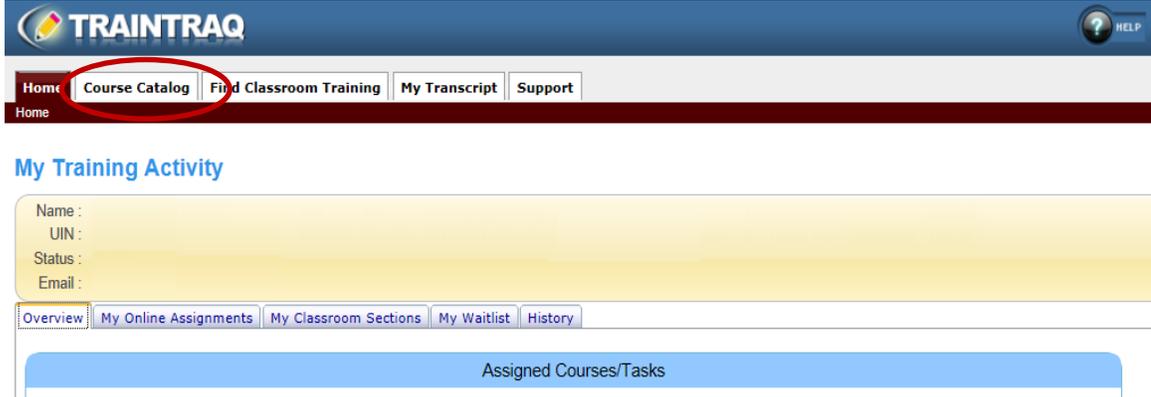


The screenshot shows the SSO Menu. The menu items are:

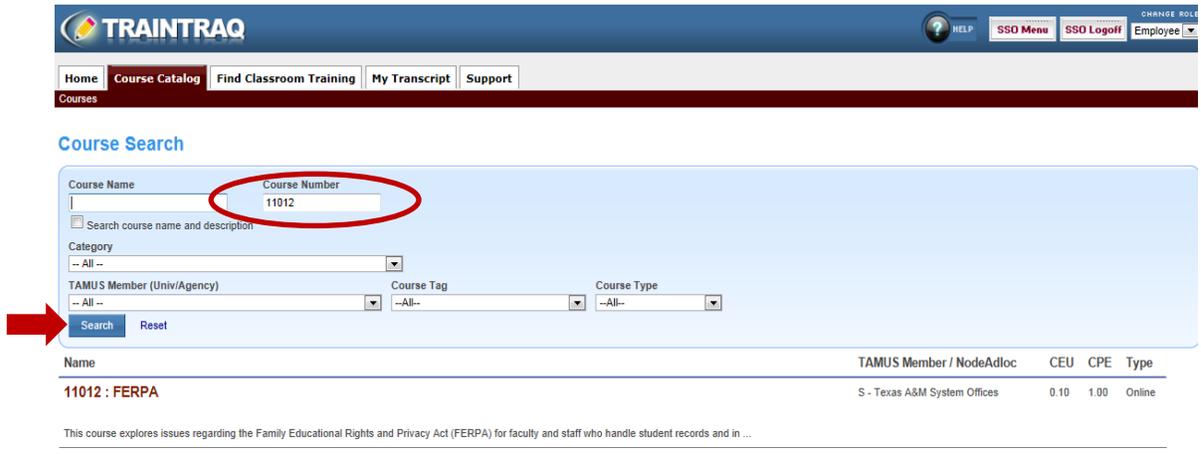
- Aggiebuy
- eTravel / Concur
- HRConnect
- iBenefits
- LeaveTraq 2.0
- PATH Portal Access Total HR
- TAMU Jobs
- Time & Effort
- TimeTraq
- TrainTraq** (circled in red)

At the bottom of the menu, there is a "Manage Menu" button.

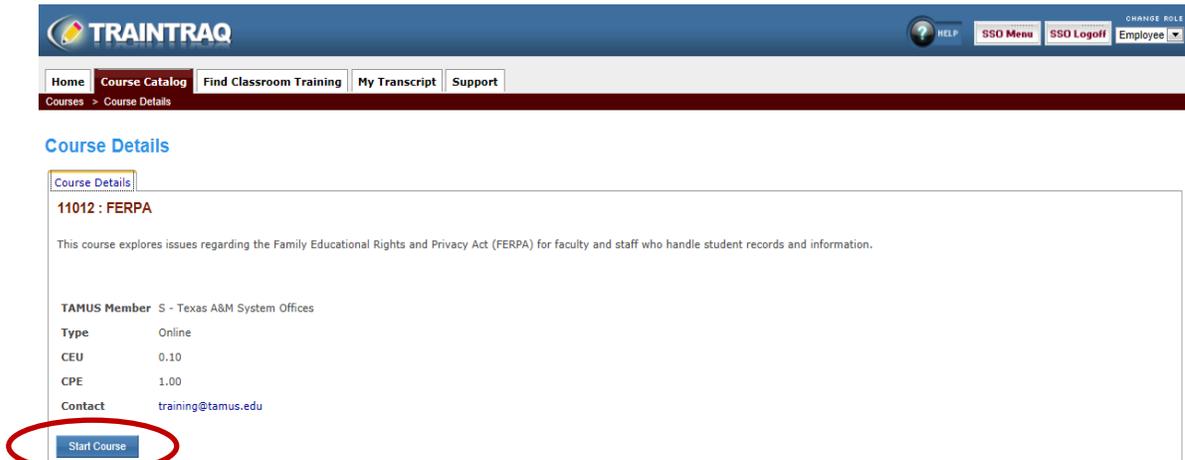
2. Click Course Catalog at the top of your browser.



3. Enter the corresponding Course Number (11012), and click search.



4. Complete the FERPA training module.



5. TrainTraq will email a confirmation once the FERPA course is completed.

**From:** TrainTraq Messenger [<mailto:TrainTraq-notify@tamus.edu>]  
**Sent:** Tuesday, January 15, 2013 2:41 PM  
**To:**  
**Subject:** Training completion notification

Dear \_\_\_\_\_,

Congratulations on your recent successful completion of: 11012 : FERPA on 01/15/2013.

Please take a few moments to complete the course survey (<http://www.surveymonkey.com/s/9FWZVWG>). Your feedback will be used to improve the quality of our courses.

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\*\*\* This message is an automated notification from the TAMUS TrainTraq application. Please do not reply, as replies may be sent to an unmonitored mailbox. If you need assistance, the Support tab in TrainTraq will route your inquiry to the proper person. \*\*\*

6. Forward the email to [eis-security@tamu.edu](mailto:eis-security@tamu.edu).
7. Once your email is received, the ability to view the Degree Evaluations will be enabled within one business day.
8. Visit [howdy.tamu.edu](http://howdy.tamu.edu) to access the Graduate Committee Degree Evaluation tool. See the Graduate Committee Degree Evaluation Guide for further instructions.