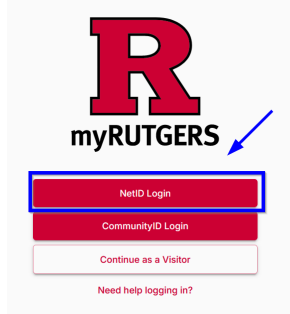




Quick Guide to Accessing Mandatory Compliance Training

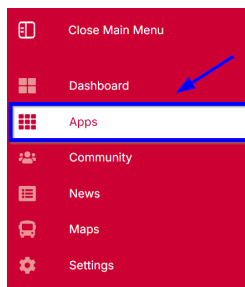
1. Log in

- Go to my.Rutgers.edu
- Log in using your NetID and password to access your dashboard.



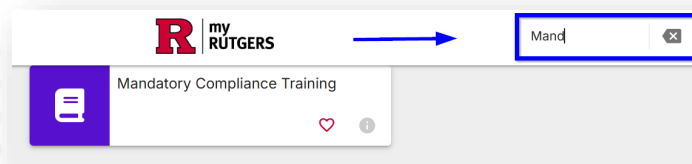
2. Access the Apps Menu

- From the Main Menu, select Apps.



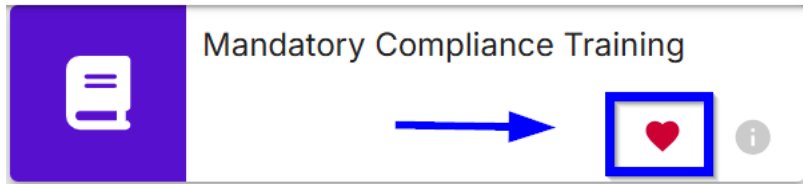
3. Find the Mandatory Compliance Training App

- In the search box at the upper right, type "Mandatory Compliance Training."
- When the app appears, select it.



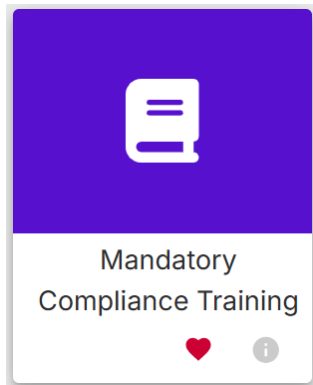
4. Save the App to Favorites (Optional)

- To make future access easier, click the heart icon at the bottom left of the app to add it to your favorites. This will save the app for quick access every time you log in.



5. Launch the App

- Click the Mandatory Compliance Training app to get started.

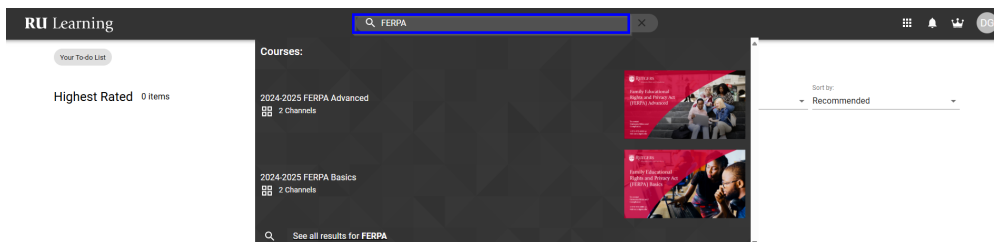


Access FERPA Courses

- Select the 9-square icon in the upper right corner:



- Type "FERPA" in the Search bar. You can then choose either the FERPA Basics or FERPA Advanced course.



Complete the Required Courses

You will need to complete the following:

- FERPA Basics Course
- FERPA Advanced Course

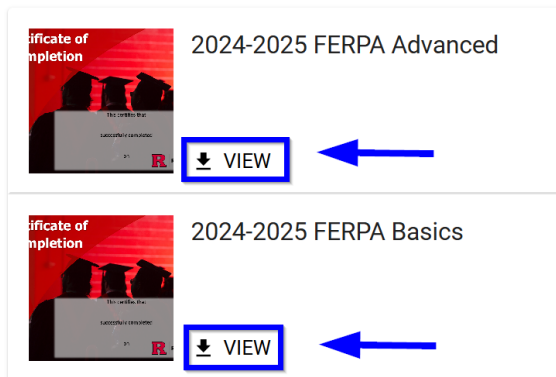
Download Your Completion Certificate

- Once you finish the courses, click the **crown icon** in the upper right corner.



- Locate the completed course and select **“View”** to access your certificate of completion.

Your Achievements



Submit Proof of Completion

Take a screenshot of your completed certificates.

- Email the screenshots to the course administrator from whom you are requesting access.