

# THE MARICOPAN

NEWS ABOUT THE MARICOPA COMMUNITY COLLEGES FOR EMPLOYEES

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## It's Time for Information Systems and FERPA Training Renewals

Wednesday, July 5, 2017



A year ago, the Maricopa Community Colleges implemented the new Information Security and Privacy Awareness course and the Level II: FERPA – Role Access course. Find out which training courses you are responsible for completing.

### Information Security and Privacy Awareness

All Maricopa employees, including residential faculty, classified staff, adjunct faculty, part-time staff, as well as persons of interest (POI) are required to complete the Information Security and Privacy Awareness course on an annual basis.

A reminder will be sent one year after you completed your IS course that you must retake the course. If you are a new staff or POI, you are required to take this course and are enrolled automatically upon hire.

### Level II: FERPA – Role Access

The Family Education Rights and Privacy Act, FERPA specifies how to treat student records in order to protect a student's privacy. Residential faculty, POIs, and staff with established access, or who are requesting increased access to the Student Information System (SIS) are required to take the Level II: FERPA – Role Access course on an annual basis.

Automated reminder notices are not currently available for this course. Employees can review the course and [retake the quiz to meet requirements](#).

If you or your staff work with student records and have not enrolled in the course, or if you have a new employee who needs to enroll in the course, you can self-enroll. New employees and POI's should complete the courses required of their position within 30 days of their hire date.

For more information, contact [compliance@domail.maricopa.edu](mailto:compliance@domail.maricopa.edu).