

## New Faculty – Mandatory FERPA Training

All faculty members (part-time, full-time, or adjunct) must complete FERPA (Family Education Rights and Privacy Act) training prior to gaining access to the PeopleSoft system, the state-wide North Dakota University System software.

It is imperative that new faculty members complete this training as soon as possible. Faculty members who do not complete FERPA training will not have access to their class rosters, and most importantly, they will not be able to submit grades at the end of the term.

Please complete the form below and return it immediately to the Vice President for Academic Affairs office at [celeste.simmons@minotstateu.edu](mailto:celeste.simmons@minotstateu.edu). This information is required for MSU to generate your faculty ID # which you will need for the FERPA training (completed online) and PeopleSoft access. Your ID # and further instructions will be sent to you via email.

Thank you. Your cooperation is appreciated.

Vice President for Academic Affairs Office

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Name: (First, MI, Last-please print)	
Address:	
SSN:	
Date of birth:	
Telephone #:	
E-mail:	
Alternate E-mail:	
Dept. in which you will be teaching:	