## HOW TO ACCESS TRAINING HISTORY & COMPLETION CERTIFICATES IN SAFE COLLEGES

There are two different ways to access your training history and view your completion certificates in Safe Colleges. See below for instructions.

- 1. Log in to your Safe Colleges Account.
- 2. Click on the training history icon as shown below:

NORTHERN	Safe Colleges TRAINING					
*	My Assignments	Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.				
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3. Enter the dates in the from date and to date fields as shown below:

From Date		To Date	 		
2018-07-02	Ħ	2018-11-16	€ Refresh List		
COURSE			TIME REQUIRE	D COMPLETION DATE	CERTIFICATE
	Title IX and Sexual Misconduct Full Course		25 Minutes	July 13, 2018	View Certificate 🛛 🌞
	Sexual Harassment: Staff-to-Staf Full Course	f	19 Minutes	July 17, 2018	View Certificate 🛛 🌞
	Clery Act Overview Full Course		24 Minutes	July 19, 2018	View Certificate 🛛 🌞
	FERPA: Confidentiality of Records	5	15 Minutes	July 19, 2018	View Certificate 🛛 🌞
	Campus SaVE Act for Employees Full Course (Kentucky)	- Sexual Violence Awareness	32 Minutes	July 19, 2018	View Certificate 🛛 🌻

4. Click View Certificate for the course you wish to view as shown below:

Training H	listory for Dawn B	Bell-Gardiner									
	From Date 2018-08-01	1	1	To Date 2018-11-14	=	2 Refresh	List				
	COURSE						TIME REQUIRED	COMPLET	ION DATE	CERTIFICATE	
		Password Security Basics Full Course					7 Minutes	August 10	, 2018	View Certificate 🐥	
		Payment Card Industry Dat Full Course	a Secu	rity Standard (PCI DSS) Overview			13 Minutes	August 14	, 2018	View Certificate 🌘	
	-	Drug Free Workplace Full Course					22 Minutes	August 14	, 2018	View Certificate 🛛 🏶	

5. The certificate will come up in your browser window as shown below:

Certificate of Completion
Northern Kentucky University
Dawn Bell-Gardiner
has completed
Payment Card Industry Data Security Standard (PCI DSS) Overview (Full Course)
a training program requiring 13 minutes
on
Tuesday, August 14, 2018

6. Print or save the certificate.

- OR
- 1. Log in to your Safe Colleges account.
- 2. Click your name in the upper right corner of the screen:



3. Click TRAINING HISTORY



4. Enter the dates in the from date and to date fields as shown below:

From Date		To Date				
2018-07-02	Ħ	2018-11-16	<b></b>	😂 Refresh List		
COURSE				TIME REQUIRED	COMPLETION DATE	CERTIFICATE
	Title IX and Sexual Misconduct Full Course			25 Minutes	July 13, 2018	View Certificate 🐞
	Sexual Harassment: Staff-to-Staff Full Course	i da se		19 Minutes	July 17, 2018	View Certificate 🛛 🐞
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Campus SaVE Act for Employees Full Course (Kentucky)	s - Sexual Violence Awareness	32 Minutes	July 19, 2018	View Certificate 🛛 🌒

6. The certificate will come up in your browser window as shown below:



7. Print or save the certificate.

You can also click on the course title to show additional information about the course:

COURSE	
	Title IX and Sexual Misconduct Full Course
	Sexual Harassment: Staff-to-Staff Full Course
	Clery Act Overview Full Course
	FERPA: Confidentiality of Records Full Course

Once you click on the course title, the box shown below will appear with additional information regarding your completion of the course, including your answers to the quiz questions:

Dawn Bell-Gardiner (bellgardid1) FERPA: Confidentiality of Records Training History					
VERSION: FULL COURSE Completion Date: 2018-07-19 15:06:10		View Certificate			
Title	Date Started	Duration			
Introduction	07/19/2018 02:37:07 PM	7 min 35 sec			
Confidentiality and Disclosure	07/19/2018 02:44:53 PM	13 min 10 sec			
Student Rights	07/19/2018 02:58:08 PM	7 min 28 sec			
✔ Quiz	07/19/2018 03:05:40 PM	30 sec			
Under FERPA law, colleges may disclose, without con- <b>True</b> If a college refuses to amend an education record at	sent, a category of data called directory inforn the request of a student, the student has a rig	nation. ht to a formal hearing.			
<ul> <li>True</li> <li>Giving out personally identifiable information to third</li> <li>FERPA law.</li> <li>False</li> </ul>	l parties without the written consent of a stud	ent is permissible under			
Colleges should notify students of their rights under FERPA every 2-3 years. <b>False</b>					
Colleges that violate FERPA law run the risk of losing federal funding. ✓ True					

Dawn Bell-Gardiner (bellgardid1) FERPA: Confidentiality of Record	r <b>ds</b> Training History	×			
VERSION: FULL COURSE Completion Date: 2018-07-19 15:06:10		View Certificate			
Title	Date Started	Duration			
Introduction	07/19/2018 02:37:07 PM	7 min 35 sec			
Confidentiality and Disclosure	07/19/2018 02:44:53 PM	13 min 10 sec			
Student Rights	07/19/2018 02:58:08 PM	7 min 28 sec			
✓ Quiz	07/19/2018 03:05:40 PM	30 sec			
Under FERPA law, colleges may disclose, without cons <b>True</b>	sent, a category of data called directory inform	ation.			
If a college refuses to amend an education record at <b>True</b>	the request of a student, the student has a rigi	it to a formal hearing.			
Giving out personally identifiable information to third parties without the written consent of a student is permissible un FERPA law. <ul> <li>False</li> </ul>					
Colleges should notify students of their rights under FERPA every 2-3 years. <b>False</b>					
Colleges that violate FERPA law run the risk of losing <b>True</b>	federal funding.				