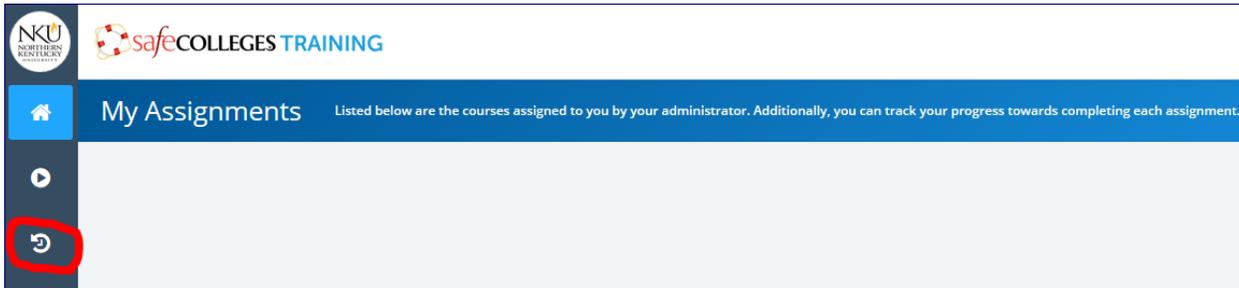


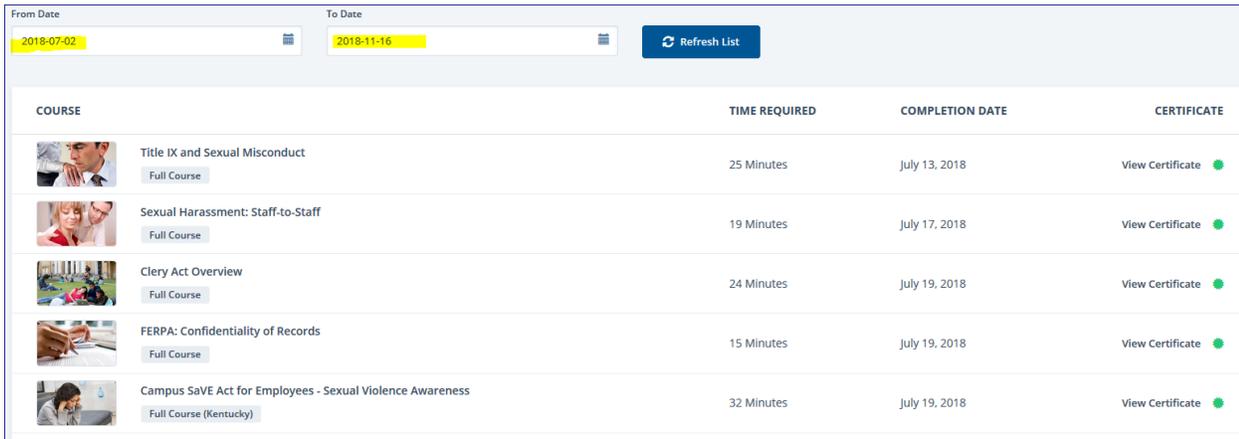
# HOW TO ACCESS TRAINING HISTORY & COMPLETION CERTIFICATES IN SAFE COLLEGES

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

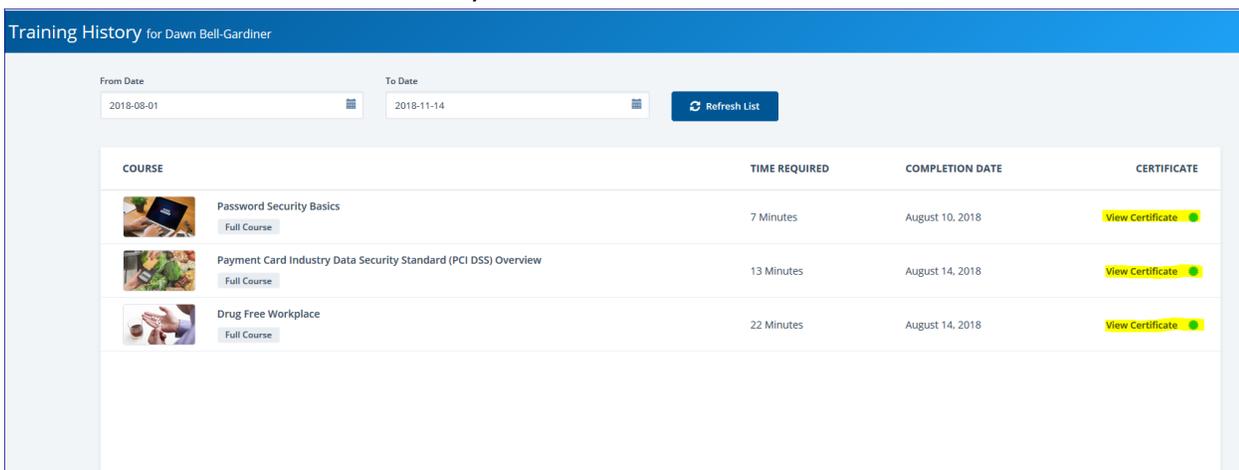
1. Log in to your Safe Colleges Account.
2. Click on the training history icon as shown below:



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



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



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

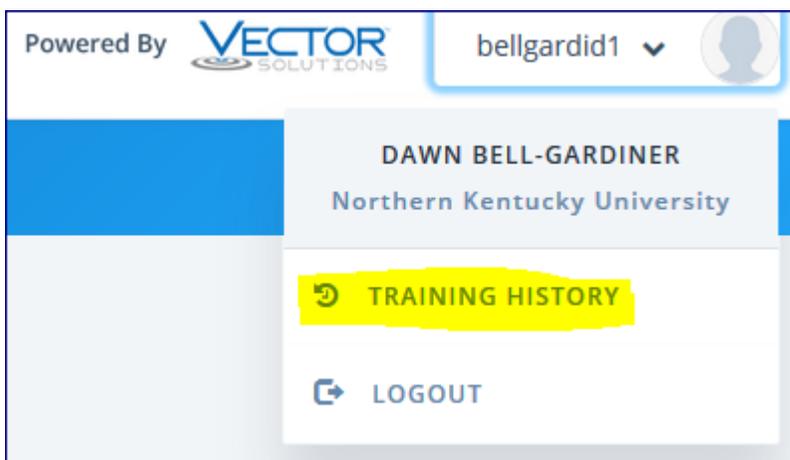
6. Print or save the certificate.

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		Refresh List	
2018-07-02		2018-11-16			
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	19 Minutes	July 17, 2018	View Certificate 	
	Clery Act Overview Full Course	24 Minutes	July 19, 2018	View Certificate 	
	FERPA: Confidentiality of Records Full Course	15 Minutes	July 19, 2018	View Certificate 	
	Campus SaVE Act for Employees - Sexual Violence Awareness Full Course (Kentucky)	32 Minutes	July 19, 2018	View Certificate 	

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

From Date		To Date		Refresh List	
2018-07-02		2018-11-16			
COURSE		TIME REQUIRED	COMPLETION DATE	CERTIFICATE	
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## 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

7. Print or save the certificate.

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

COURSE	
	<b>Title IX and Sexual Misconduct</b> Full Course
	<b>Sexual Harassment: Staff-to-Staff</b> Full Course
	<b>Clery Act Overview</b> Full Course
	<b>FERPA: Confidentiality of Records</b> 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 consent, a category of data called directory information.  
✓ True

If a college refuses to amend an education record at the request of a student, the student has a right to a formal hearing.  
✓ True

Giving out personally identifiable information to third parties without the written consent of a student is permissible under FERPA law.  
✓ False

Colleges should notify students of their rights under FERPA every 2-3 years.  
✓ False

Colleges that violate FERPA law run the risk of losing federal funding.  
✓ True

You can also view your completion certificate from this screen.

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
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