

Instructions for Enrolling in the FERPA Training

1. Access [Carmen](#) and click the login button.
2. Click on “Join self-enrollment courses” within the Carmen Course Summary.
3. Read the JOIN instructions
4. Click “JOIN...” at the bottom of the page.
5. Select the link for the FERPA training course.
6. Click on the “Register” button to enroll yourself in the selected course.
7. Complete requested registration information and click “Submit.”
 - Note fields marked with an * are required.
8. Confirm your registration information and click “Finish.”
9. Click the “Done” button.
10. The FERPA course will now be listed in the My Courses list.