

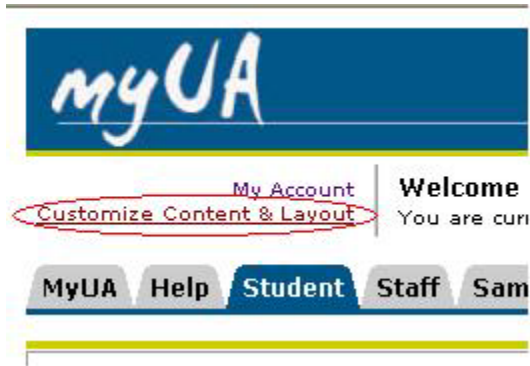
## Faculty, Staff and Employees

Log into [MyUA](#) using your [AuthServ](#) credentials. You'll see "FERPA Training" on the UA Online Employee channel, in either the Faculty or Staff tab.

## Students

Follow the instructions below to add the Ferpa Training channel to your [MyUA](#) portal layout.

To add the FERPA training channel to MyUA, login with your UA AuthServ credentials, and click on the **Customize Content & Layout** link in the top left.



Click on the tab where you want to add the new channel.



In the column where you want to add the FERPA training channel, click the **Add Channel** button.

Next, in the category selection box, choose **Other**. Then, in the channel selection box, choose **FERPA Student Record Privacy Training**. Finally, click on the **Add Channel** button.

# Manage Content/Layout

## Steps for adding a new channel:

### 1. Select a category:

▶ Other ▼

- Select Category -
- 
- Audience
- Function
- Location
- Other**
- Select All

### 2. Select a channel:

Category: **Other**

- Benefits Information SW
- BlogFolios Top 10 UAS
- Campus Websites UAS
- Computer Outages SW UAF
- Directory UAS
- eDir - University Directory
- Feedback
- FERPA Student Record Privacy Training**
- Governance Groups
- Help

### 3. Add the selected channel:

▶ [Cancel and return](#)