

Instructions for Completing Online Training and for Signing Policy Acknowledgement Forms:

To Complete the Online Family Educational Rights and Privacy Act or "FERPA" Training (Only if you deal with student records).

- On the Drury website (www.drury.edu), click on Faculty/Staff > Human Resources
- Click on "Training". You will then click on "Student Staff Training"
- Click on "FERPA Training Module"
- "Click HERE to begin FERPA tutorial"
- Click "NEXT" to continue through information
- Click on "STAFF quiz"
- An email will be generated and sent to Human Resources upon completion of the quiz.

To Review the Staff Policy Handbook and Sign the Acknowledgement Form

- Click on the Drury Website (www.drury.edu), click Faculty/Staff > Human Resources
- Click on "Policy Handbooks"
- Click on "Staff Policy Handbook"
- Click on the "Online Version" – it's easier. This will bring up a table of contents.
- Scroll down. You can then review each topic by clicking on the topic in the table of contents. After reviewing the policy manual, click on table of contents item "104 Staff Member Acknowledgement Form"
- Print this form out, sign it, and return it to the Human Resources Dept., Burnham 107