
From: Collins, Anita Wright

Sent: Sunday, July 27, 2014 3:58 PM

To: ConnectCarolina HR TIPS

Cc: Bradley, Vicki; Bryant, Kathy; Wood, Christopher Tyler; Gholson, Ashanti; Lowery, Sherri Antoinette; Huggins, Kelleigh; Silsby, Theresa R

Subject: training updates for HR TIPS

Hello HR TIPS,

Training is just around the corner, and I have a few updates for you:

Training Registration in Progress

You've all had the training schedules for a while (if you don't have yours handy, you can find it here: [Training Schedules on SharePoint](#)) but now we are working on getting everyone registered into the training registration tool. Each person will receive emails for the sessions they are registered for—the dates in the emails are the same as the ones on the training schedules (link above). For approvals sessions, we will need to hear which session your approvers want to attend, so if you already have that, please send it to me. Otherwise, we will be reaching out to you.

ConnectCarolina Class for HR Representatives—1 Less Session

We've had a run-through of the *ConnectCarolina Actions for HR Representatives* class, and it took less time than expected, so are cutting the last session (the one in October). We'll be updating your schedules accordingly, and will not register anyone for those last sessions.

Reporting Information Sessions

There's been a change in strategy for reporting, and InfoPorte will be the tool we use to deliver all campus reports. (As a reminder, the training for reporting will be delivered through self-paced computer-based training.) With this change in mind, we have restructured the large-venue demos to be focused on InfoPorte, and we have combined them to introduce both HR and Finance reporting. The dates for the new large venue reporting demos are here:

<http://ccinfo.unc.edu/training/live-demos/>

FERPA Training

All HR Representatives must complete FERPA training before their PeopleSoft ID will be activated. (FERPA is the acronym for the Family Educational Rights and Privacy Act of 1974, the federal law which governs the privacy of education records.) Since employee and student person data (name, biodemo data, address, etc.) is stored together in the system, we need to ensure that everyone knows how to comply with these federal regulations. For HR Representatives to have system access during training, you must complete online FERPA training by end of day **Monday, August 4th**. (If you

have already taken it, you do not need to take it again.) It takes approximately 30 minutes to complete. Here is a link to the training (when you click on it, you may want to print out the instructions for accessing the online FERPA training):

<http://registrar.unc.edu/academic-services/uncferpa/faculty/>

All HR Representatives must pass the FERPA training with a score of 100%. When you follow the instructions and get to the screen where you can see “FERPA Training” (on the left navigation bar), you may notice that you can also see a section called “FERPA Quiz”. If you click on this, you can see the results of any assessment you have taken. Once you complete an assessment, you can click on the blue “feedback” link to see the results of your assessment. If you answered all the questions correctly, then you are done. (Don’t worry if your “individual score” is not 100%...that is a weighted score across all the times you’ve taken the test.)

After passing the FERPA training, you will get a standard note congratulating you and asking you to work with your supervisor on determining the type of access you need in ConnectCarolina. This has already been done for you. Once you pass the test, you are good to go.

The FERPA training is made available via the Office of the Registrar. If you have questions about accessing the training, however, please contact the OHR Help Desk by calling 962-HELP (962-4357) or clicking [here](#) to submit an online Remedy Ticket.

Don’t hesitate to reach out if you have questions, and have a great weekend!

Anita and the Change Management Team

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