**FERPA Instructions with Screenshots**

The FERPA Awareness training is available within UNCW’s SkillPort and should take approximately 15 minutes to complete. Students must first login to My Seaport to access trainings within SkillPort. Additional instructions regarding access are below.

- Log in to My Seaport.
- Locate the link that says “SkillPort CBT” on the left-hand side of the webpage and click on it.
When the webpage opens, go to the search bar, type in “REG100” and search.

The course “Student Worker FERPA Awareness Training” should pop up.
Then you click on "**LAUNCH**" to begin the 15-minute course.

If you have issues accessing the course, you can [Live Chat](https://uncw.edu/tac) with the TAC or submit a Service Request at [uncw.edu/tac](https://uncw.edu/tac).

**Please Note, if you have completed the FERPA training in a previous year, it is not necessary to redo it.**