

# Required Online Training

## 1. Family Educational Rights and Privacy Act (FERPA)

Just what can you reveal and not reveal about student records and information? Learn how to protect the confidentiality of our students' educational records.

The University of North Georgia receives funding from programs administered by the U.S. Secretary of Education, and therefore must comply with the Family Educational Rights and Privacy Act (FERPA). UNG employees are legally responsible for protecting the confidentiality of our students' education records.

In response to our role as "custodian" of students' records, all UNG employees must complete FERPA training as a requirement of their employment at UNG.

## 2. Right to Know Program

Toner from a copy machine fell from a top shelf and busted open. Do you get the broom and a dust pan, and start cleaning up without taking any precautions? Find out what those labels mean!

The Public Employee Hazardous Chemical Protection and Right to Know Act was enacted by the State of Georgia to ensure worker protection from hazardous chemicals that may be encountered in the workplace.

As required by this law, University of North Georgia has developed a policy and plan to assure that all employees receive training and information about hazardous chemicals present in their work area. A copy of this plan is available through the Human Resource Department or by contacting the University's Right to Know Coordinator at the Environmental Health & Safety office at 678-717-3434.

A requirement of the university's plan is that employees receive training. Under this plan, there are two training requirements:

### 1. Basic RTK Training

New employees must complete training within three days of starting work and current employees must complete training annually during open enrollment. Every UNG employee must receive basic training, which provides general information about the Right to Know and its provisions. The University offers this basic training by having new employees take the online training. It takes approximately 15 minutes to complete and notice of completion will automatically be sent to the Right to Know Coordinator.

### 2. Chemical-Specific RTK Training



## 5. Conflict of Interest (COI) and Outside Activities

In an effort to ensure the University of North Georgia complies with [UNG and USG policies](#) and state  
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## 7. Clery Act and Title IX

Building Supportive Communities: Clery Act and Title IX takes a close look at the issue of sexual harassment, including sexual assault, relationship violence, and stalking, in higher education. It will also introduce the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as the Clery Act.

Understanding your institution's responsibilities under the Clery Act and Title IX can help you make a positive contribution to building a supportive higher education community.

We all have a role to play in building a supportive community. With your help, we can continue cultivating an environment where everyone feels safe and respected and has equal access to educational opportunities.

Please note: These topics can be challenging to think about for many, and for some, they may feel especially sensitive and personal. Your well-being is important to us. If you feel you may have difficulty completing this course for any reason, please contact your Clery Coordinator at [clery@ung.edu](mailto:clery@ung.edu) to discuss how to proceed.

The training and certification is made available through the Everfi/Foundry Learning system.

1. Within 30 days of your employment, your UNG network credentials will be enrolled in Everfi, and you will have access to the *Building Supportive Communities: Clery Act and Title IX* training.
2. Log into Everfi ([https://admin.fifoundry.net/north\\_georgia/sign](https://admin.fifoundry.net/north_georgia/sign)) using your network credentials for the Single Sign-On Portal, and your 2-factor authentication as set up for OneUSG.
3. On your homepage, start the course *Building Supportive Communities: Clery Act and Title IX*
4. **IMPORTANT**