

EASTERN MICHIGAN UNIVERSITY

THE GRADUATE SCHOOL

Attention Graduate Assistants and Doctoral Fellows:

Congratulations on being selected to serve as a Graduate Assistant/Doctoral Fellow. We are thrilled to have you in this capacity. As a new Graduate Assistant/Doctoral Fellow you are **required** complete modules specific to FERPA and Cybersecurity prior to, or during the first month of your assistantship/fellowship. These trainings are hosted by United Educators (UE), Eastern Michigan University's insurance provider. You will note that accessing the link below will take you directly to their site.

Please follow these instructions:

1) Go to:

https://learn.ue.org/learn/lp/330/required-trainings-ferpa-and-cyber-security?generated_by=102425&hash=8c94840648527d3f17567156b5d33953d05114b4

2) Complete the Registration form:

- a. Enter your first name, last name, and email address
- b. Create and confirm your password
- c. Select your language
- d. Enter the following branch code: **5604-96837**
- e. Review and accept the Privacy Policy

3) Click Next

4) You will be taken directly to the course content

5) Complete the trainings

You will receive a confirmation email upon successful completion of each course. Present the certificates of completion to your supervisor.