

PRIVACY AND SECURITY IN PEOPLESOFT: HOW TO BE FERPA COMPLIANT

Because the information in PeopleSoft is available at anytime, from anywhere, it is especially important to take security precautions to protect student information.

What is FERPA?

FERPA stands for the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Passed by Congress in 1974, FERPA is a Federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings. To take the required FERPA training or to access more information about FERPA, visit:

www.und.edu/dept/registrar/FERPA/index.htm

To change your password:

1. My System Profile
2. Change password
3. Enter old password
4. Enter new password twice and save. (Hint: password must be 8 characters long and contain at least one number. Do not use a password that can be easily guessed.)

Tips for Secure Passwords

1. Never share your password with anyone, including other staff or the Help Desk.
2. Avoid writing your password down, and if you do, protect it.
3. Remember that your password unlocks your on-line identity. Keep it secure, as everything done with your login will be attributed to you.
4. Log out and close your browser when you leave your computer.
5. Passwords should not be numbers, names, or words from any language. To make a secure password, use the first letter of each word of a phrase, e.g., To be or not to be, that is the question = Tbon2b-titq. Secure passwords contain a combination of letters, numbers, upper and lower case, and characters.

To set up forgotten password help:

1. My System Profile
2. Change or set up forgotten password help
3. Select a question from the drop-down list
4. Type in a secure answer that is not easily guessed by others.
5. If you forget your password, you will answer this question and it will be emailed to your email address on file.