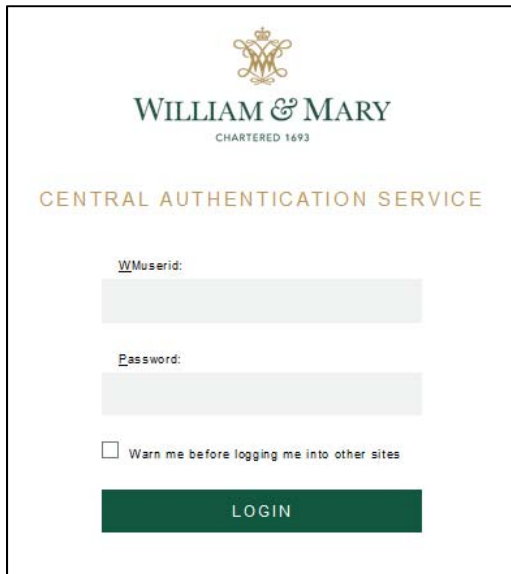


Can I use this online service for my class? A Handy FERPA Guide

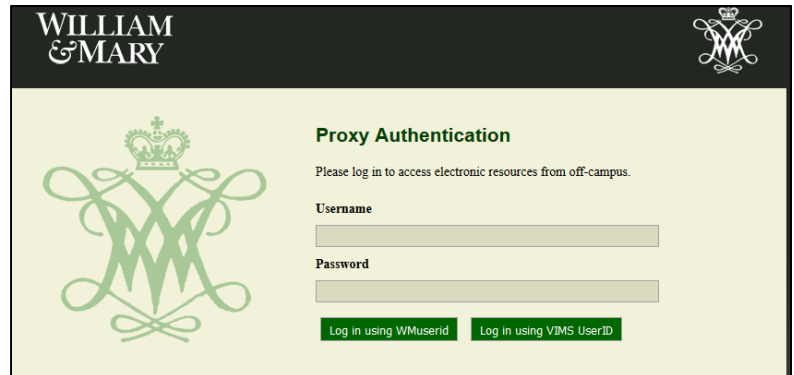
You might be using an online service in your class that requires students to create an account (a log in and a password). These sites create and collect data on students. Here is how to use them so you protect student data and avoid problems with FERPA.

Address ends in “wm.edu” or uses single sign-on? *OK to use.*

Anything ending in “wm.edu” has been approved by the campus security office and the Registrar. Some approved sites don’t end in “wm.edu” (such as Box, <https://wm1693.app.box.com>). These are OK to use **if** you log in from “single sign-on”, which is a screen that looks like one of these:



The screenshot shows the William & Mary Central Authentication Service login page. At the top is the William & Mary logo with the text "WILLIAM & MARY" and "CHARTERED 1493". Below that is "CENTRAL AUTHENTICATION SERVICE". There are two input fields: "WUserid:" and "Password:". Below the password field is a checkbox labeled "Warn me before logging me into other sites". At the bottom is a green "LOGIN" button.



The screenshot shows the William & Mary Proxy Authentication page. At the top is the William & Mary logo with the text "WILLIAM & MARY". Below that is a large green stylized "W" logo. To the right of the logo is the text "Proxy Authentication" and "Please log in to access electronic resources from off-campus." There are two input fields: "Username" and "Password". Below the password field are two green buttons: "Log in using WMuserid" and "Log in using VIMS UserID".

For everything else:

Requiring students to access or post material on any non-W&M website or on social media? Application is allowed IF:

- **Disclose in your syllabus and allow students the option to create an account with a pseudonym**
- **Avoid posting assessments of student performance**

FERPA allows students to request that we not disclose to others (such as online site) their names or enrollment status.

Assessing students or storing student grades? **Application is NOT ALLOWED**

FERPA places the tightest restriction on this information. Use a campus-approved tool for anything involving assessment or grading. IT or APeL can work with you to help find an application that meets your needs.