

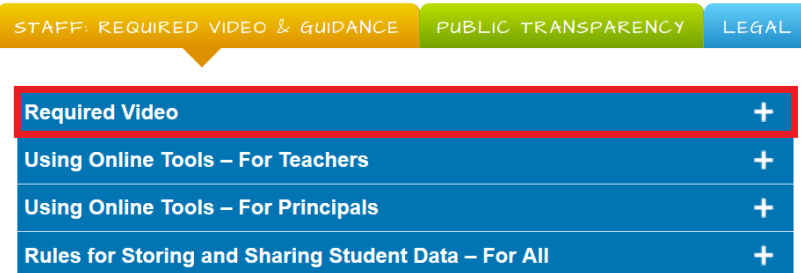
Overview:

This document describes the process for accessing and viewing the required student data privacy training video in Lawson.

A. Required Video

In 2016, the state of Colorado passed a new state law aimed at protecting student data. As a result, all DPS team members are required to watch the district's Student Data Privacy training video in order to be aware of their responsibilities when working with students and student data.

Student Data Privacy



The screenshot shows a navigation menu with three tabs: "STAFF: REQUIRED VIDEO & GUIDANCE" (highlighted in yellow), "PUBLIC TRANSPARENCY" (highlighted in green), and "LEGAL" (highlighted in blue). Below the tabs is a list of menu items, each with a plus sign to its right:

- Required Video
- Using Online Tools – For Teachers
- Using Online Tools – For Principals
- Rules for Storing and Sharing Student Data – For All

1. Open an internet browser.
2. Enter the following URL:
<https://atm.dpsk12.org/studentdataprivacy.aspx>
3. Expand the "Required Video" tab". From here, end-users have two options for viewing.

Individual viewing

We have made this video available to individual staff users through our **Lawson training site**. Login with your DPS username and password then on the left hand menu click on training then click the item "Protecting Student Data" to start the video.

Option 1 – Individual Viewing

4. To view individually, click the **Lawson training site** link.

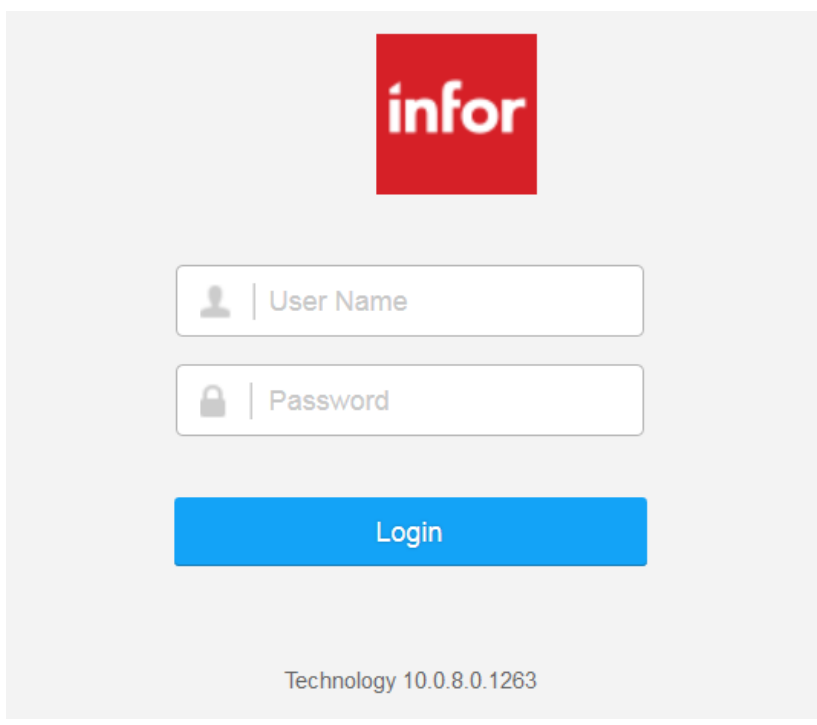
Welcome to Infor Lawson, Infor HR and Learning Space

Access Infor Lawson

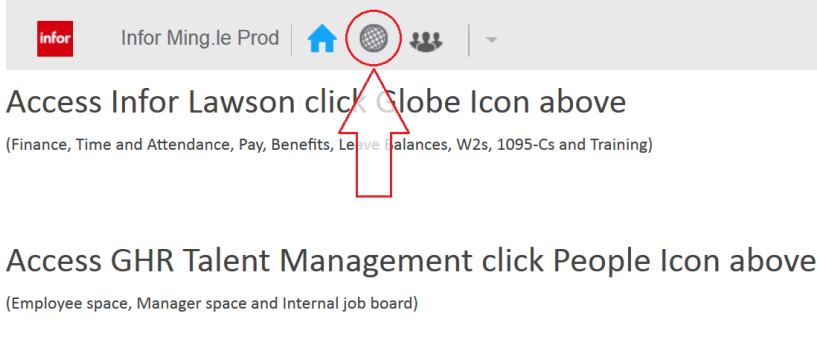
(Finance, Time and Attendance, Pay, Leave Balances, W2s, 1095-Cs and Training)

- Financial Services Resource Center Libraries (FAQs, Forms, Guidelines, Job Aids, Training)
- Infor Lawson V10 Basics

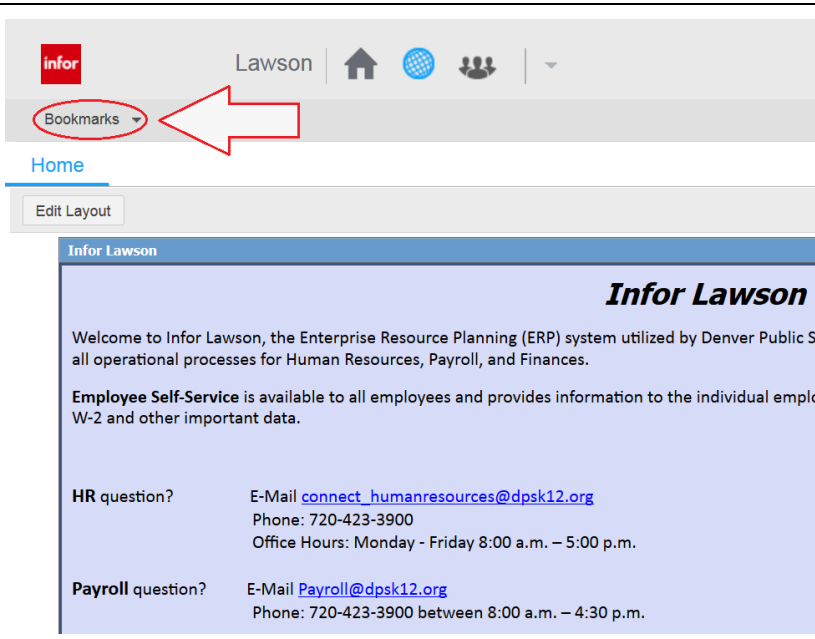
5. User will be redirected to a DPS Human Resources and Finance landing page.
6. Click the **Access Infor Lawson** link.



7. User will be redirected to Infor login page.
8. Enter **User Name** and **Password**.
9. Click blue **Login** button.

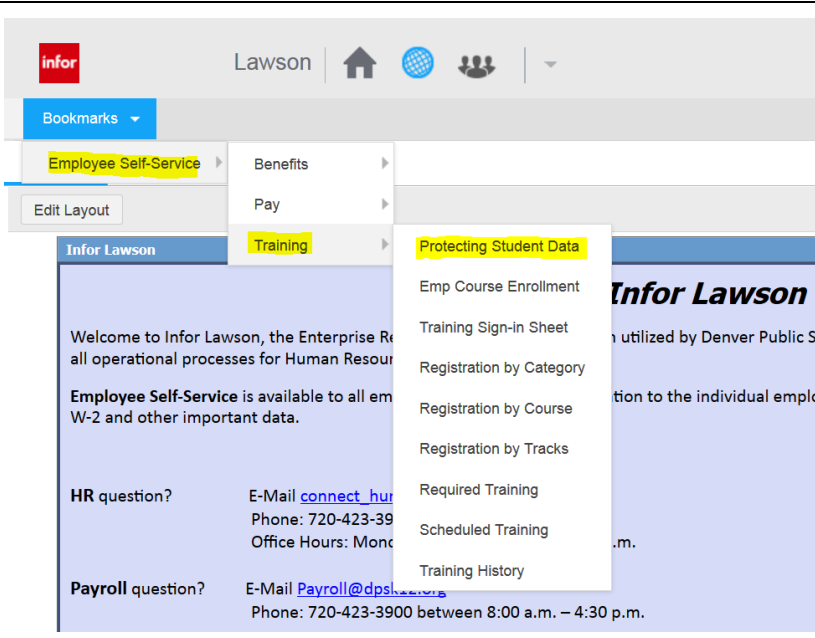


10. User will land on Lawson home page.
11. Select the globe icon from the menu at the top.



12. User will be redirected to the Infor Lawson landing page.

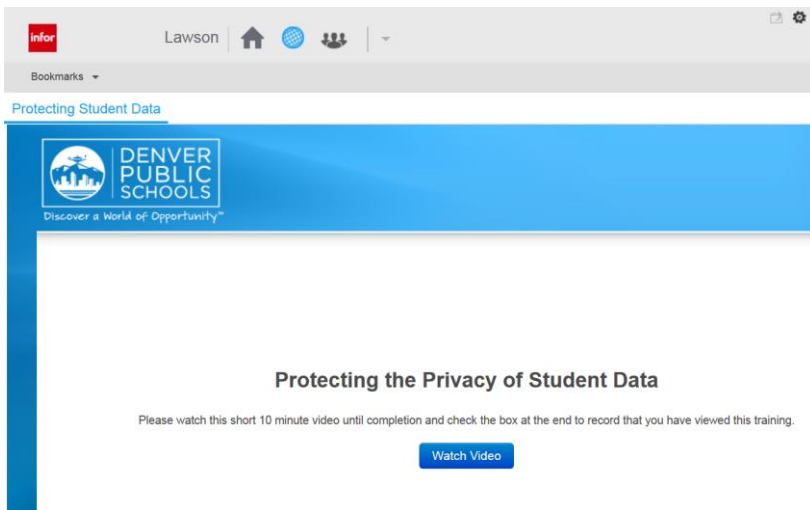
13. Select the “Bookmarks” drop-down menu.



14. Select the **Employee Self-Service** drop-down menu.

15. Select the **Training** drop-down menu.

16. Select **Protecting Student Data**.



17. User will open a new page entitled "Protecting Student Data".

18. Select the blue **Watch Video** icon.

19. Click play.

Reminder: User must watch the video in its entirety to receive credit.

Group Viewing

Schools may facilitate this training in groups through the district's video media service, Safari Montage. To access the video use the link below. You will need to login with your DPS username and password then select your location and then you will be redirected to the video.

[Group Viewing Link](#)

All that is required is that the principal or director fill out the form at the link below to verify that your school or department has viewed this video.

[Group Viewing Form](#)

Option 2 – Group Viewing

20. To view in a group setting, click the **Group Viewing Link**.

21. The video will open and immediately start playing.

Group Viewing

Schools may facilitate this training in groups through the district's video media service, Safari Montage. To access the video use the link below. You will need to login with your DPS username and password then select your location and then you will be redirected to the video.

[Group Viewing Link](#)

All that is required is that the principal or director fill out the form at the link below to verify that your school or department has viewed this video.

[Group Viewing Form](#)

To receive credit for group viewing, school and department leaders will need to provide a list of all staff that attended the group viewing session.

22. School or department leader can click the **Group Viewing Form** link.

Student Data Privacy

Please use the form below to submit a list of staff who watched the video as part of a meeting or inservice

Student Data Privacy Training Group Video

Have you shown the Student Data Privacy Video during an inservice or large group?

* Required

What is your School or Department? *

Please enter your email address verifying you are the Principal or head of the department *

Do you verify that your staff watched the entire video? *

Yes

No

23. Complete the **Student Data Privacy Training Group Video** form.

24. When form is complete, click the blue **Submit** button at the bottom.

Reminder: Staff members who do not attend a group training session will need to complete the training individually.