Reasons for Raiderlink

- [https://portal.texastech.edu/web/ttu/Employee](https://portal.texastech.edu/web/ttu/Employee)
- Use eraider username and password to login
Reasons for Raiderlink

Raiderlink Channels
• Faculty and Advisor Links Channel (*not to be confused with the Advisor Tab*)
• Sick Leave Reporting found in Employee Channel

FERPA
• When in doubt, please do not give or display student information (personal and academic)

Training for additional access, including Advisor Tab
• Our office provides training if you are needing access to a student’s record that is not enrolled in your sections/courses
After logging into Raiderlink, please click on your FACULTY tab. This is all of the pertinent information needed about your sections/courses, but also the information of students enrolled in your sections/courses.

Guidance to Grade information, including grade forms and submitting grades.
To submit Sick leave, please click on Employee tab and select My Leave Reports (exempt Employees Only)

Also, located in the Employee tab are helpful links:
- Human Resources (HR) (Sum Total located in HR, if additional Student Record Access training is needed)
- IT Help Central
- Payroll
- Parking
- Travel
What is FERPA?

- FERPA is a Federal Law
- FERPA protects the Privacy of Student Education Records
- FERPA governs the release of Education Records maintained by TTU
- FERPA governs the student’s right to access to their Education Records
- FERPA applies to applicant data (admission and transfer admission to an educational institution)
- FERPA applies to a student who has reached the age of 18 or is attending an institution of postsecondary education
What is my Responsibility?

- **Protect** Academic Records on my *workstation* and *computer*
- **Never release** Academic Records over the phone
- **Never release** Academic Records to anyone other than the student – without the student’s written consent
- **Never leave** Academic Records in a public area unattended
- **Never post grades using** the student’s SSN or university assigned ID number
- **Never release a student’s transcript** to anyone even if they have a letter with the student’s signature. Official transcripts are only available through the Registrar’s Office
- **Never infer** that a student has given implied consent for releasing student record information
Important Reminders

• Do not display student scores or grades publicly in association with names, student ID numbers (even the last 4 digits of the SSN) or other personal identifiers (ex. Leaving graded work outside of your office, this is a FERPA violation)

• Do not put papers or lab reports containing student names from publicly accessible places. Students should not have access to the scores and grades of others in the class

• Do not share education record information, including grades or grade point averages, with other faculty or staff members of the University unless their official responsibilities identify their “legitimate educational interest” in that information for that student

• Do not share by phone or correspondence information from student education records, including grades or grade point averages, with parents or others outside the institution, including letters of recommendation, without written permission of the student

• Do not circulate a printed class list with the student’s names and SS#/R# numbers as an attendance sheet
“I need student record information for students that are not enrolled in my sections/courses”
(FERPA online training must be completed and possibly other required training)

Training (link: walker.ttu.edu)

- FERPA training
- Advisor Tab (similar to Faculty Tab)
- Student Xtender (imaged documents, including transcripts, FERPA waivers, scholarship info, etc.)
- Student Cognos (student reporting system)
- Registrar Dashboard (access to place/remove holds and give Permits/Overrides)
- Curriculog-Course and Proposal System (course submission system)
Thank you for your time, but most importantly...

Welcome, Red Raiders!