## University of Kentucky
College of Education

College of Education
Quick Reference Guide

Steps for Getting Employees Access to Faculty Tab in LinkBlue

1. Employee must have an active teaching position in the system

2. Statement of Responsibility (SOR)- Employee must sign the SOR. It works best on browsers like Internet Explorer and sometimes on Firefox.
   https://www.uky.edu/its/sites/www.uky.edu.its/files/QRC_SOR.pdf

3. Family Educational Rights and Privacy Act (FERPA) training- Employee can search in LinkBlue, "Find Learning" and complete the training.
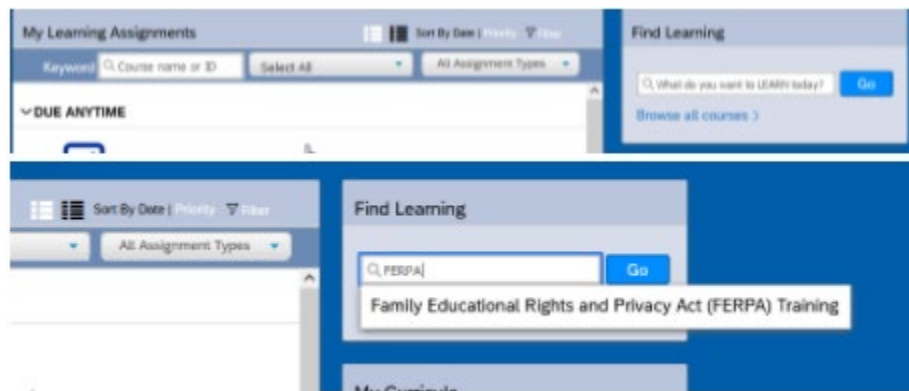
4. Student Lifecycle Management (SLCM)- Once an employee has completed the SOR and FERPA, they need to email COEHRandPayroll@uky.edu and we can request access to SLCM (this is the temporary process for SLCM until a replacement is hired in the Student Success office).