TA Process

The TA Bootcamp has been transferred from Canvas to LearnHSC in January 2023. Please review the following instructions:

- The TA is required to complete the TA Bootcamp training through [LearnHSC](). This training allows self-enrollment.
- The TA is required to complete the Family Education Rights Privacy Act of 1974, as Amended (FERPA) training through [LearnHSC](). The TA needs to email the Registrar's Office at [registrar@unthsc.edu](), and include full name, EUID, and HSC email address.
- Once a TA completes both training (TA Bootcamp and FERPA) through LearnHSC, the TA needs to email both certificates of completion to the Registrar's Office.
- Both the TA and Supervisor are required to complete the [EIS Student Records Access Authorization Form]() and email a signed copy to the Registrar's Office.
- Once the Registrar's Office updates the TA's record in EIS, the TA will be automatically added to the course in Canvas overnight.
- For special requests or questions related to Canvas (e.g., assign a TA to a particular section), please email the Division of Academic Innovation (DAI) at [canvas@unthsc.edu]().