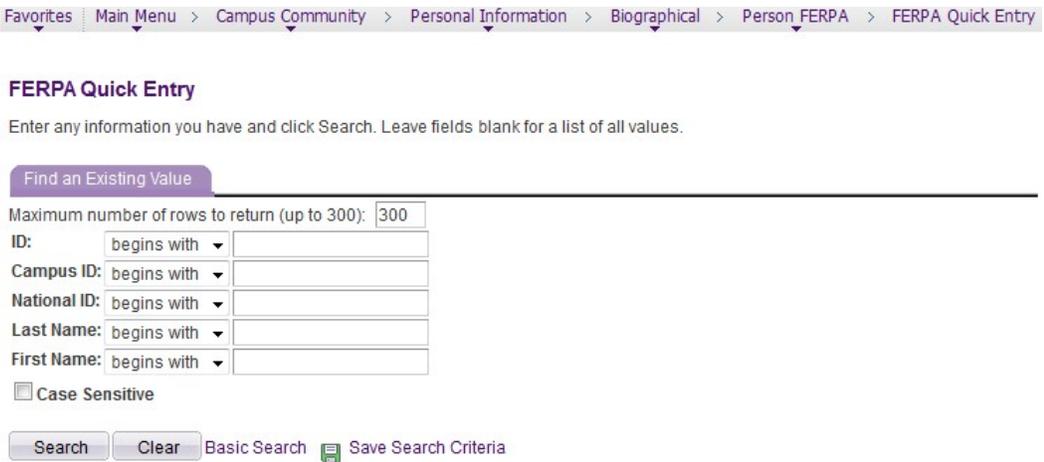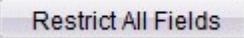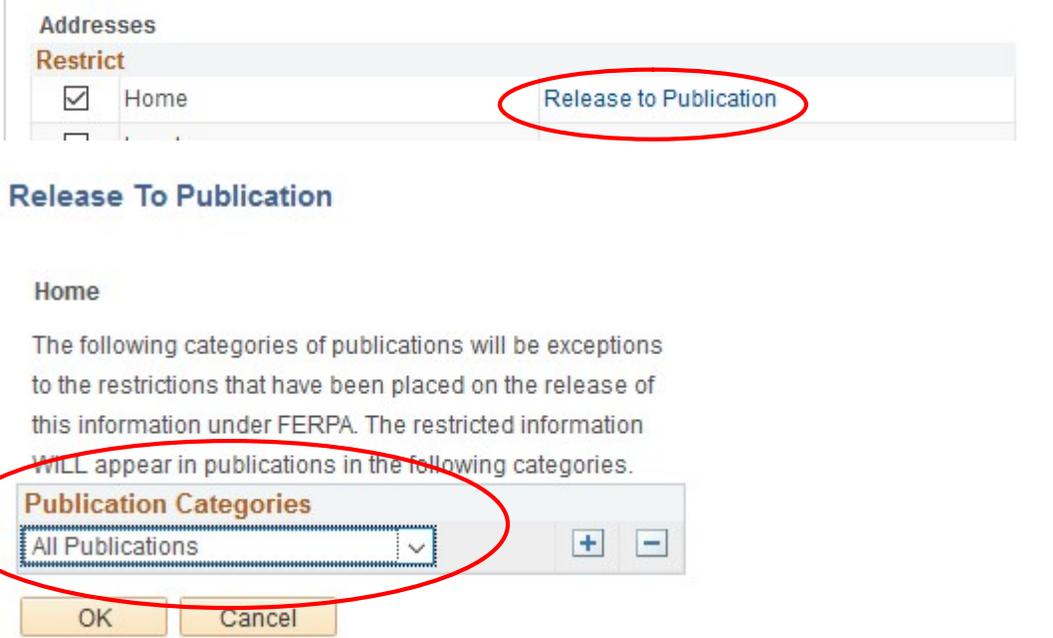# FERPA Quick Entry

Purpose: When students exercise rights under FERPA, they identify information that they do not want UNI to release about themselves. Use the **FERPA Quick Entry** page to apply FERPA control from the administrative side to identify this information.

The following instructions describe how to restrict FERPA information for a student. This page may also be used by Registrar staff to view a student's FERPA restrictions.

Step	Action
1.	Navigate to the **FERPA** page: Select **Main Menu › Campus Community › Personal Information › Biographical › Person FERPA › FERPA Quick Entry** Favorites | Main Menu > Campus Community > Personal Information > Biographical > Person FERPA > FERPA Quick Entry **FERPA Quick Entry** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 ID: begins with Campus ID: begins with National ID: begins with Last Name: begins with First Name: begins with ☐ Case Sensitive Search Clear Basic Search 💾 Save Search Criteria
2.	Enter the appropriate search criteria. Click the **Search** button. *Result:* The FERPA page for the desired student displays.

Step	Action
3.	Click the **Restrict All Fields** button [Restrict All Fields] at top to restrict all data fields for each category. OR Select the *checkbox* for any data items the student wishes to restrict.

Step	Action
4.	If the student has selected the Release to Publication option, click on each available Release to Publication link, set the value in the Publication Categories drop down box to All Publications, and click OK.
5.	Click the **Save** button.
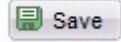
How do students update their personal information online?
In MyUNIverse, on the *My Page* tab, select the **Update my Personal Information** link in the Update my Personal Information pagelet. Select the *Privacy* tab.

University of NorthernIowa

MyUNIverse | E-Mail | eLearning | A-Z Index | Calendar | Directory | Sign Out

University of NorthernIowa

Search...   Web | Directory

Update Personal Information

| Name | Address & Phone | Office | Privacy | UNI Alert | Emergency Contacts | Veteran & Disability Status |

Employee Restrictions   Restrict Access

Restricted directory information (i.e., checked "Yes") will not be published in the printed Telephone Directory and will not appear on the UNI Online Directory.

Home Address: ● Yes ○ No

Home Phone: ● Yes ○ No

Comments:

Student Restrictions   Restrict Access

Directory Information
Based on an institutional adjudged determination of "need to know" the University may release the following student "Directory Information" to anyone who requests it without the consent of the student unless the student has requested the University not to release any or all of the information. Students desiring to restrict the release of any of the following Directory Information may do so by indicating "Yes" by each item to be restricted from release. This restriction remains in effect until it is requested that it be changed.

Please note: Restricted directory information will not be released to third parties, except with your authorized consent or when release of the information is necessary to perform required administrative duties related to your academic records at the University.

Home Address: ● Yes ○ No
Local Address: ○ Yes ● No
Residence Hall Address: ○ Yes ● No
Classification: ○ Yes ● No
College(s):   ○ Yes ● No
Currently Enrolled/Class Schedule: ○ Yes ● No
Dates of Attendance: ○ Yes ● No
Degrees and Awards Received: ○ Yes ● No
UNI E-mail Address: ○ Yes ● No
UNI E-mail is the e-mail address used for official University communications.
Personal E-mail Address: ○ Yes ● No
Work E-mail Address: ○ Yes ● No
Work E-mail is an additional e-mail address that students may provide to the University to have on record.
Major(s)/Minor(s):   ○ Yes ● No
Primary (Legal) Name: ○ Yes ● No
Preferred Name: ○ Yes ● No
Participation in Activities: ○ Yes ● No
Home Phone: ○ Yes ● No
Local Phone: ○ Yes ● No
Cell Phone: ● Yes ○ No
Photograph: ○ Yes ● No

Student Release for Publication

Release for Publication Option
If you have restricted access to any of the directory items but would like your information to be released for publication of the Dean's List, Graduation List, and other awards (honoraries, scholarships, etc.) while still restricting access to other third parties, click "Yes" below. If you have not restricted access to any directory items your information will automatically be released for publication.

By clicking "Yes": I give consent for my directory information to be released to publications for the purpose of announcing the Dean's List, graduation, and other awards. I request that the University restrict access to those directory items marked "Yes" to other third parties except for publication (newspapers, department/college web sites, and other forms of publication) for these purposes. I understand that if I have restricted information and do not give consent my name will not be included in the Dean's List, Graduation List, or announcements of honoraries and awards.

Release for Publication: ○ Yes ● No

Save Changes

Instructions to Departments and Campus Personnel:

- When contacted by an outside entity, do not release ANY student data. Refer the caller to the Registrar's Office. Registrar's Office - Always refer to the FERPA Quick Entry page to determine which restrictions a student has placed on their record.
- The window shade will indicate when restrictions exist, but what is displayed behind the icon is not accurate based on defined directory information at UNI.