

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 -
	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 fields for each cate OR Select the <i>checkbo</i> FERPA Quick Entry Pam Parther When selected, the following information we exceptions for Releases to Producations) and	All Fields button Reegory.	estrict All Fields at top to restrict all data student wishes to restrict.
	Restrict All Fields	Release All Restriction	
	Restriction Categories		
	Extracurricular Activities		
	Restrict Restrict Adultes & Organizations	Release to Publication	
	Restrict All Release All		
	Addresses		
	Restrict	Dalassa in Bublication	
	2 Local	Release to Publication	
	Residence Hall	Release to Publication	
	Restrict All Release All		
	Email Addresses		
	Restrict Personal	Release to Publication	
	2 UN	Release to Publication	
	V Work	Release to Publication	
	Restrict All Release All		
	Names		-
	Restrict	Delever to Deblevier	
	Preferred Name	Release to Publication	
	Restrict All Release All		
	Personal Data Restrict		
	Date of Birth	Release to Publication	
	Restrict All Release All		
	Phones Restrict		
	Cell	Release to Publication	
	I Home	Release to Publication	
	Cocal	Release to Publication	
	Restrict All Release All		
	Other Information		
	Dates of Attendance	Release to Publication	
	Classification	Release to Publication	
	College	Release to Publication	
	Degree Recieved	Release to Publication	
	Enrollment Status	Release to Publication	
	Major/Minor	Release to Publication	
	Restrict All Release All		
	Save		



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.
	Restrict
	Home Release to Publication
	Release To Publication
	Home
	The following categories of publications will be exceptions
	to the restrictions that have been placed on the release of
	this information under FERPA. The restricted information
	WILL appear in publications in the following categories.
(Publication Categories
	All Publications
	OK Cancel
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.



	MyUNiverse E-Mail eLearning A-Z index Calendar Directory Sign Out
University of	
<u>Northernlowa</u>	Search Web Directory
Update Personal Informat	ion
Name Address & Phone Office	Privacy UNI Alert Emergency Contacts Veteran & Disability Status
Employee Restrictions	Restrict Access
Directory.	si res y winner de publishes in the printed relepitone directory and winner appear on the one of the
Home Address:	● Yes ○ No
Home Phone:	● Yes ○ No
Comments:	
Student Destrictions	
Directory Information	Restrict Access
Based on an institutional adjudged determina	tion of "need to know" the University may release the following student "Directory Information" to
anyone who requests it without the consent of information. Students desiring to restrict the	of the student unless the student has requested the University not to release any or all of 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 rema	ins 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 O No
Local Address:	O Yes O No
Residence Hall Address:	O Yes No
Classification:	O Yes ● No
College(s):	O Yes ● No
Currently Enrolled/Class Schedule:	O Yes ● No
Dates of Attendance:	O Yes ● No
Degrees and Awards Received:	O Yes O No
UNI E-mail Address:	Oyes ●No
UNI E-mail is the e-mail address used for offic	cial University communications.
Personal E-mail Address:	O Yes ● No
Work E-mail Address:	O Yes ● No
Work E-mail is an additional e-mail address th	at students may provide to the University to have on record.
Major(s)/Minor(s):	O Yes No
Primary (Legal) Name:	O Yes No
Preferred Name:	O Yes ● No
Participation in Activities:	O Yes No
Home Phone:	O Yes ● No
Local Phone:	O Yes O No
Cell Phone:	● Yes ○ No
Photograph:	O Yes O 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,
not restricted access to any directory items	s, scholarships, etc.) while still restricting access to other third parties, click fres below. If you have your information will automatically be released for publication.
to any encoury here's	
By clicking "Yes": I give consent for my dire	ctory 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 web sites and other forms of publication) for these surgesters. Lunderstand that if L have restricted
information and do not give consent my nan	re will not be included in the Dean's List, Graduation List, or announcements of honoraries and awards.
Release for Publication:	
the case for a domonton.	U TES U NO
	bave 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.

Pam Panther	ID: ####### 🤗	
tudent center general	info admissions fransfer credit academics finance	financial aid
ike's Student Cer	nter	
ike's Student Cer	ntei	
Academics		SEABOR FOD CLASSE
Academics Class Schedule		SEARCH FOR CLASSES
Academics / Class Schedule opping Cart / Planner	(j) You are not enrolled in classes.	SEARCH FOR CLASSES
Academics y Class Schedule poping Cart y Planner	(i) You are not enrolled in classes.	SEARCH FOR CLASSES