Manage Privacy Settings/F.E.R.P.A. Restrictions

1. In the **Personal Information** section of your Student Center, select **Privacy Settings** from the drop-down menu. Click the double arrow/go button.

2. The **Security** and **FERPA Restrictions** tabs should be selected.

3. To make changes, click **Edit FERPA/Directory Restrictions**.

4. On the next screen, you may restrict all, some, or none of the items in the below categories. You may come back at any time and change the restrictions. To restrict all, click the **Restrict All** at the top of the page. To restrict some, go to each category and either restrict all fields in the category or individually check what you want to restrict.
5. Click **Save** when you are done.

6. Some tips on what is affected when you restrict personal information:
   
a. **For the online directory**, block just your phone number and email address to control that information. If you block your name completely, that will have repercussions on other publications and any verifications for insurance or employment will not be given without obtaining your written consent, which could cause delays. Your campus & home addresses do not show up in the online directory either way.

b. **For publication into a hometown newspaper (Dean's Lists and graduation announcements)**, your primary name and home address must be unchecked in order for the information to be published in your hometown newspaper.

c. **For most insurance, loan, and potential employer verifications**, your primary name and the academic information category must be unchecked in order for the information to be released without your written consent.

d. **For the commencement program**, keep your primary name unchecked in order for your name to be printed in the commencement program. For your name to be posted online after graduation, both your primary name and home address must be unchecked.

e. **If nothing is restricted**, your email and phone number are published in the online directory and may be published elsewhere. Your photograph may be used in other publications. Directories with addresses are no longer printed. Addresses and the rest of the categories above (considered directory information by UWL policy) may be given out on request.

f. **If everything is restricted**, no one who calls, aside from exceptions within the law, will be able to obtain any of this information about the student, not even if the student is currently enrolled.

7. **Important**: when you choose to restrict the release of your primary name, **none** of your information will be released to any source, including publications such as online directories, newspapers, or the commencement program. The commencement program and local newspapers cannot be updated after they have been printed.

8. A written consent to override your restrictions is only a one time release. **You must go back into your WINGS Student Center and update the restrictions in order to make a release permanent.**

9. Your grades, academic standing, GPA, probations and/or ineligibilities, applications, tuition and billing, financial aid, non-academic disciplinary actions, and medical (HIPAA) information will **never** be released, except for specific exceptions within the law, without your official authorization every time.

10. UWL's FERPA policy is online here: [http://www.uwlax.edu/Records/FERPA/](http://www.uwlax.edu/Records/FERPA/)
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Create Guest Access to Your Student Center

1. Go to **Self-Service** in the Main Menu and select **Guest Users**.
2. Click the Add a Guest User button.

3. **Accept** or **Decline** the Guest User **Terms and Conditions** by clicking one of the buttons. This is a release and allows the guest to login into your account and see the specified information. Your guests will receive their own username and password to your account.

4. If you clicked Accept, enter the name and email address on the next screen of the person to whom you want to give access.

5. Check the boxes for some or all of the categories listed. This gives permission for the below categories to be accessible by your guest.
6. Click **Save**. The guest will be notified via email about their access.

7. A guest user should now appear. You may click **Add a Guest User** to add another. You can also create guest access from the mobile WINGS app.

8. **Important:**
   
   a. Access remains in place until revoked. It does not expire. Be sure to share your information with care.

   b. This permission **does not allow access to pay your bill** on the CashNet site, only to view your bill in your WINGS Student Center. A separate permission is needed for guests to pay through the site used to collect electronic payments. See the Guest Access to View/Pay Bill section.