

Student Records

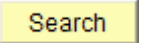
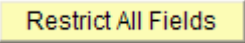
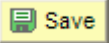
Adding FERPA Restrictions

- Click  to select **all** checkboxes and restrict **all** information.

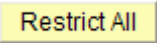
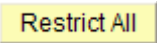
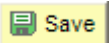
NOTE: When a field is selected for restriction, a [Release to Publication](#) link will be displayed. The link allows the user to enter or review publications to which the data may be released. **IU is not using this feature at this time.**

- Click .

Restrict MOST Information

- Navigate to: **Campus Community > Personal Information > Biographical > Person FERPA > FERPA Quick Entry.**
- Enter the student's **ID** or **Last Name** and **First Name**.
- Click .
- Click  to select all checkboxes and restrict all information.
- Click the checkboxes next to the items that should **NOT** be restricted to deselect them. **Do NOT deselect** any of the checkboxes in the **FERPA Personal Data View** portion of the page.
- Click .

Restrict Information by Category

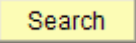
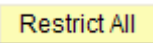
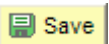
- Navigate to: **Campus Community > Personal Information > Biographical > Person FERPA > FERPA Quick Entry.**
- Click  to select all checkboxes and restrict all information in the **FERPA Personal Data View** portion of the page.
- Click  in each of the other appropriate Restriction Categories (for example, **FERPA Address View, Email FERPA View, etc.**) to select all checkboxes within that specific category and restrict all information relating to only that category.
- Click  to save your changes.

Restrict Minimal Information

- Navigate to: **Campus Community > Personal Information > Biographical > Person FERPA > FERPA Quick Entry.**
- Enter the student's **ID** or **Last Name** and **First Name**.

Student Records

Adding FERPA Restrictions

3. Click .
4. Click  to select all checkboxes and restrict all information in the **FERPA Personal Data View** portion of the page.
5. Click .