

Navigate to Self-Service > Student Center

Scroll down to Personal Information

In the Other Personal Information drop down box, select Privacy Settings

Select the double arrow button

The screenshot shows the MyView@UMSL Student Center interface. At the top, there is a red header with the University of Missouri-St. Louis logo and the text "MyView@UMSL". Below the header, there is a navigation breadcrumb: "Favorites | Main Menu > Self Service > Student Center".

The main content area is divided into sections. The first section is "Financial Aid", which includes links for "View Financial Aid", "Accept/Decline Awards", "Award/Lender Options", and "Report Other Financial Aid". Below these links is a dropdown menu with the text "other financial..." and a double arrow button to its right.

The second section is "Personal Information", which is expanded to show two sub-sections: "Demographic Data" and "Contact Information".

The "Demographic Data" sub-section includes links for "Emergency Contact", "Names", "Verify ssn", and "Additional Authorized Access". Below these links is a dropdown menu with the text "other personal..." and a double arrow button to its right. This dropdown menu is open, showing a list of options: "Addresses", "Email Addresses", "Extracurricular Activities", "Phone Numbers", "Privacy Settings" (which is highlighted in blue), and "other personal...".

The "Contact Information" sub-section includes links for "Local Address" and "Local Phone Number", both of which have the value "None" displayed below them.

To **restrict** the release of your information, select the check box

To **release** the restriction simply uncheck the box.

Select the Save button

The screenshot shows the MyView@UMSL interface. At the top, there is a red header with the University of Missouri-St. Louis logo and 'MyView@UMSL'. Below the header is a navigation bar with links: Favorites, Main Menu, Self Service, Student Center, and FERPA Restrictions. The user's name, Louie Triton, is displayed on the left, and a 'go to ...' dropdown menu is on the right. The main heading is 'FERPA Restrictions'. Below this is a section titled 'List FERPA/Directory Restrictions'. A text box contains a notice: 'You have exercised your rights to privacy. No data will be released without your expressed written authorization. For any information, contact the registrar's office. To release this restriction, uncheck the FERPA checkbox. \*\*\*Note: Changes in FERPA restriction may take up to 24 hours.' Below the notice is a checked checkbox labeled 'FERPA-Restrict Release of Personal Information'. Underneath, there is a link for 'Student Information Disclosure for Reporting' and another link for 'FERPA Release'. At the bottom left, there is a 'Save' button.