

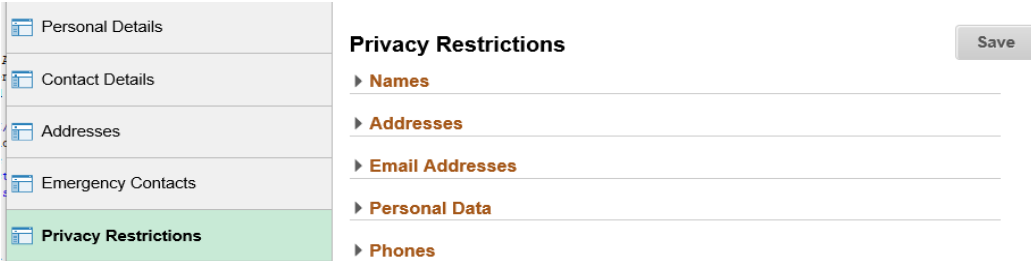
UDSIS Student Privacy Restrictions

This document shows how to set, edit and release privacy restrictions regarding your personally identifiable information. See the [Family Educational Rights & Privacy Act of 1974](#) for a brief description of your rights and protections related to your student education records.

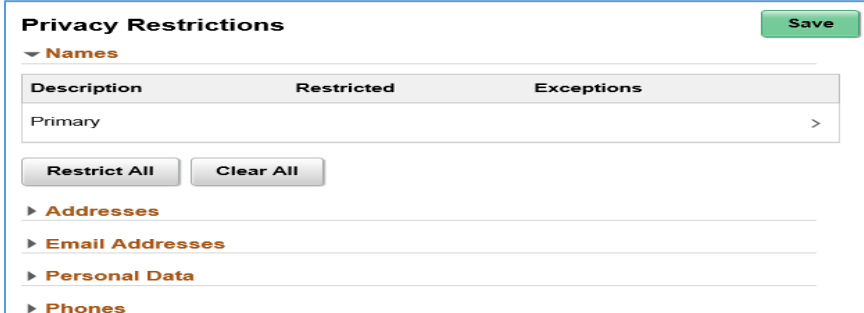
VIEW Privacy Restrictions

- 1) Log into your **UDSIS Student Homepage** and click the tile: **Personal Information**.
- 2) Click the *left-bar link, **Privacy Restrictions**.

*If you see the *collapsed bar* icon , click it to display the left-bar links.



- 3) Click on a **Privacy Restrictions category** to view the specific information available to restrict. In this example, **Names**.




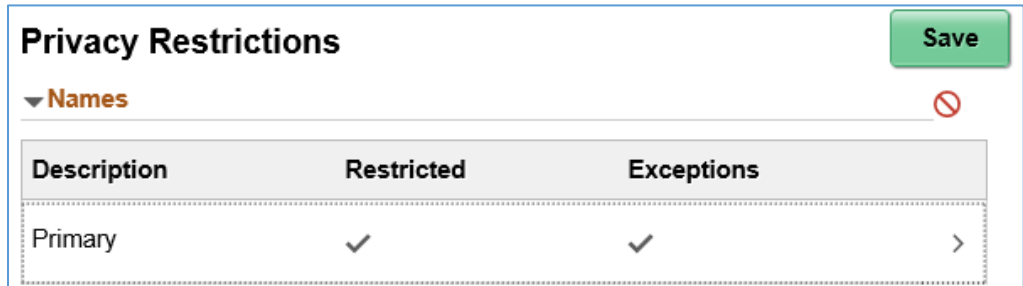
ADD a Restriction

- 4) To restrict the release, for example of Primary Name, click that item to bring up the **Edit Restriction** screen. Check the **Restricted** box under the item.

IMPORTANT: If you restrict your Primary Name but want it to appear in Dean's List and/or Graduation publications, check the appropriate Exceptions box(es). Click **SAVE** when done.



- 5) Your saved restriction displays on the Privacy Restrictions screen with the *restricted* icon  next to the category, and the applicable boxes checked under **Restricted** and **Exceptions** for the item.



Description	Restricted	Exceptions
Primary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> >

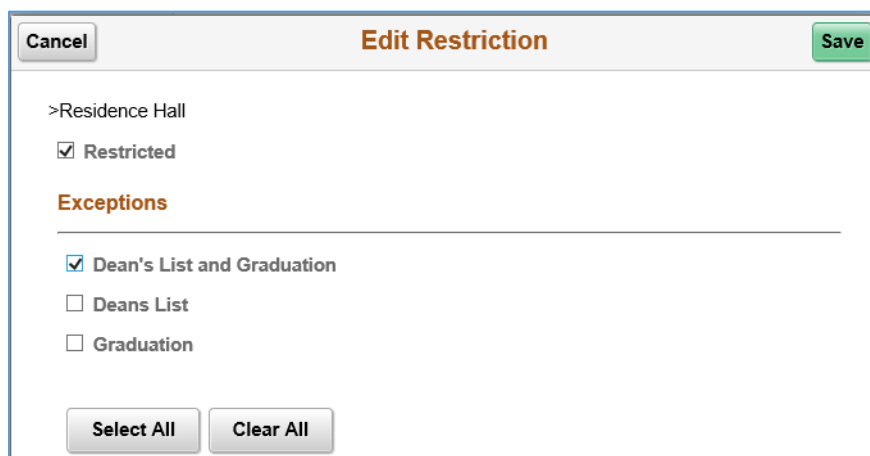
EDIT or REMOVE a Restriction

Click the restricted item to bring up the **Edit Restriction** screen.
Uncheck the appropriate box(es) or hit **Clear All**
When done, click the **SAVE** button.

Dean's List and Graduation Exception:

If you click the **Exceptions** box(es) for Dean's List and/or Graduation under ANY Category of information, that will release your name to Dean's List and/or Graduation publications.

In this example the Restriction was set on Residence Hall Address. The student has specified an **Exception** to release publication of his/her name for Dean's List and Graduation.



>Residence Hall

Restricted

Exceptions

Dean's List and Graduation

Deans List

Graduation

Select All Clear All