


## Adding FERPA

Steps	Descriptions
1.	Access the UHCL E-Services page at <a href="http://www.uhcl.edu/eservices">www.uhcl.edu/eservices</a> . Enter your UHCL network ID and password or your 7 digit ID and password.
2.	Click on the <b>Personal Information</b> tile <div data-bbox="201 541 604 856" style="border: 2px solid #004a99; padding: 10px; margin: 10px 0;"> <p><b>Personal Information</b></p>  </div>
3.	Select <b>Privacy Settings</b> to view the section for the Family Education Rights and Privacy Act (FERPA).
4.	You are now on the <b>Change Password</b> page.
5.	Under the <b>Security</b> section of Privacy Setting it is noted:  <p style="padding-left: 40px;">Under the regulations defined by the Family Education Rights and Privacy Act, you have chosen to restrict the following information from release.</p> <p style="padding-left: 40px;">Please note that unless otherwise indicated, this information will not be made available to any oral or written request nor will it appear in any publication.</p>
6.	At the bottom of the <b>Security</b> section page select <b>Edit FERPA/Directory Restrictions</b> to change your records' release restrictions.
7.	You may either <b>restrict all fields</b> or <b>release all restrictions</b> .  <div data-bbox="201 1423 1045 1831" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>FERPA Restrictions</b></p> <hr/> <p><b>Edit FERPA/Directory Restrictions</b> <a href="#">Explain</a></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">restrict all fields</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">release all restrictions</span> </div> <div style="border: 1px solid #ccc; margin-top: 10px; padding: 5px;"> <p><b>Restriction Categories</b></p> <p><b>Extracurricular Activities</b></p> <div style="border: 1px solid #ccc; margin-top: 5px; padding: 2px;"> <p><b>Restrict</b></p> <p><input type="checkbox"/> Test extracurricular activity</p> </div> </div> </div>

8.

- When you have finished making restrictions to the various categories you must SAVE your changes.
- You will see a Save Confirmation, click OK.
- To review your changes select [Return to FERPA Restrictions Summary](#).

**Photograph**

Restrict	
<input type="checkbox"/>	Photo graph

SAVE

[Return to FERPA Restrictions Summary](#)