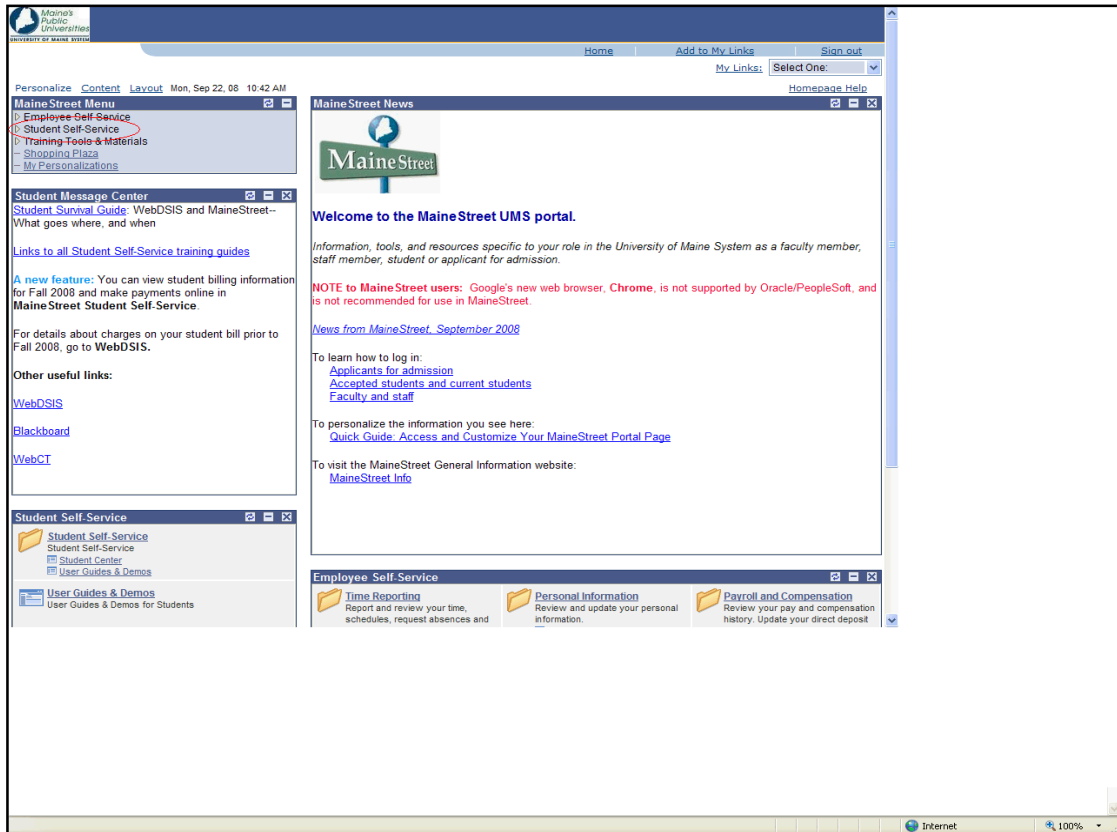


Applying Privacy Settings in MaineStreet


Procedure

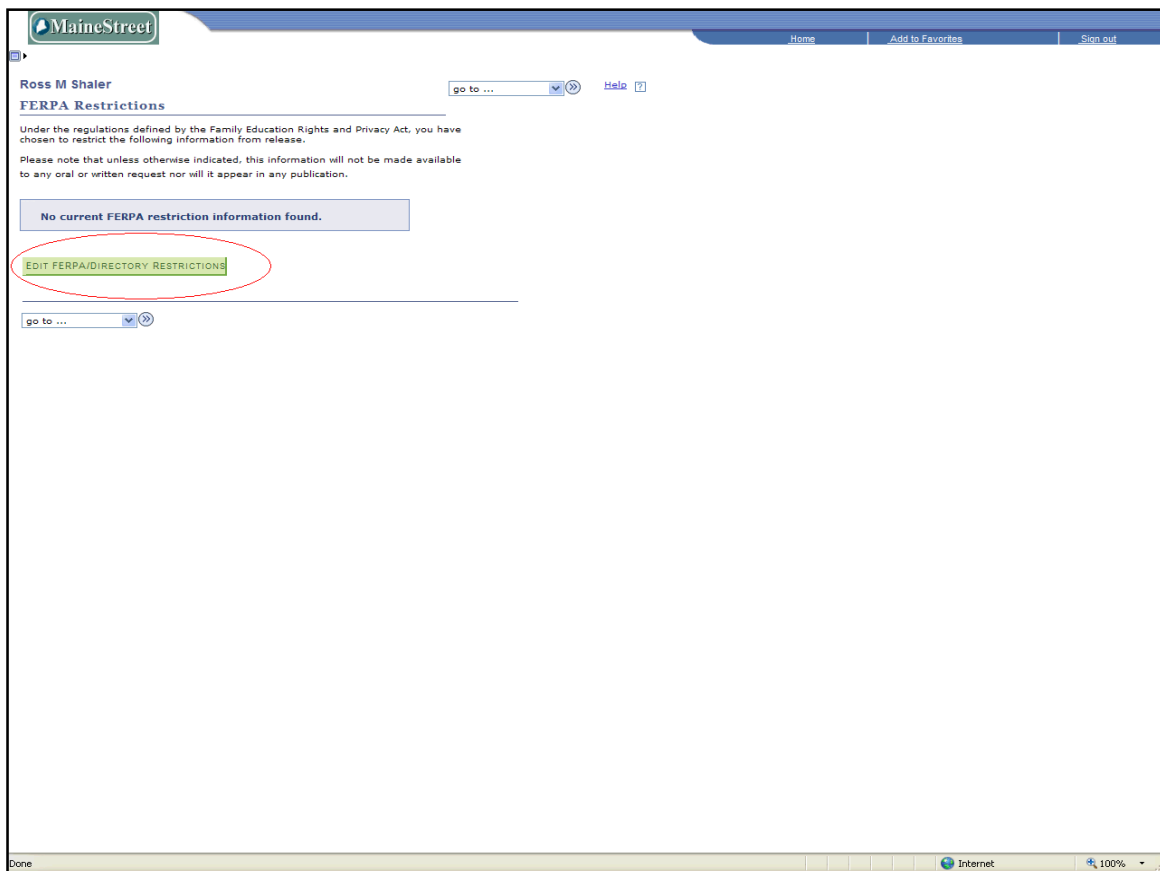


Step	Action
1.	From the MaineStreet Portal, click the Student Self Service link.
2.	Next, click the Student Center link.

The screenshot shows the MaineStreet Student Center interface. The 'Personal Information' section is expanded, and the dropdown menu for 'other personal...' is highlighted with a red circle. The interface includes sections for Academics, Finances, and Admissions.

Step	Action
3.	In the Personal Information section of your Student Center, click on the drop-down arrow in the <i>other personal</i> ...field.

Step	Action
4.	From the drop-down list, select Privacy Settings .
5.	Click the Go button. 



Step	Action
6.	If you have not previously set privacy settings, click the EDIT FERPA/DIRECTORY RESTRICTIONS button.



FERPA Restrictions

Edit FERPA/Directory Restrictions

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. Under FERPA, directory information may be publicly shared by the University, unless the student specifically requests that directory information not be released. The University of Maine System has designated the following as directory information.

- Name
- Address (excludes e-mail)
- Phone
- Date of Birth
- Program of Study
- Dates of Attendance
- Degrees and Awards received (including dates)
- Most recent previous educational institution attended
- Participation in sports and activities
- Class Level
- Enrollment status (full/part-time)
- Appropriate personal athletic statistical data

Students wishing to prevent the release of directory information should click on the first button below. **Caution:** If a student requests that directory information not be released, no information will be released to any requestor, including insurance companies and prospective employers, without the expressed written consent of the student. Nor will the student's name be included in the published Dean's List, student directory, commencement brochure or any other institutional publication or press release.

Please note: FERPA applies only to students who have enrolled, and does not apply to applicants.

Do not release any directory information
 Release all directory information except address
 Release all directory information

SAVE

Step	Action
7.	<p>Select one of the options available to you:</p> <ul style="list-style-type: none"> • Select <i>Do not release any directory information</i> to withhold all of your directory information from public release, or • Select <i>Release all directory information except address</i> to withhold all of your directory information – with the exception of address information – from public release, or • Select <i>Release all directory information</i> to release all of your directory information for public release. <p>After selecting an option, select SAVE to apply your settings.</p>
8.	End of Procedure.

