Student FERPA Restriction Directions

Log into your myPSC account and you will come up to the home page on your “Student” tab.

From here, click on the “Records” tab. This will bring you up to a screen including your major, personal information, advisor and FERPA Restriction. On the right hand menu you will see a heading of “Manage”. Under “Manage”, click on “FERPA Restrictions”.

[Image of myPSC account interface]

[Image of myPSC account interface with highlighted sections]

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Click the green box of “EDIT FERPA/DIRECTORY RESTRICTIONS”.

Click the green box of “restrict all fields”.

Then Click “SAVE”.
Click “OK”. You should then be able to return to the previous views and see that the FERPA Restriction is set. By setting this in your account, this places a notification for any faculty and staff member at PSC to see so that your directory information will not be released.

In the future if you want to take the restriction off, you would follow similar steps and select “release all restrictions”.