

FERPA, View Parent/Guest, and Privacy Settings



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As a student, your educational record is protected under the Family Educational Rights and Privacy Act also known as FERPA. Your record also contains personal information that Loyola has determined to be not harmful to you if released to third parties. This is known as directory information.

You have the right to control the release of your directory.



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At Loyola, your directory information is your:

- Name
- Address(es)
- Telephone number (s)
- e-mail address (es)
- Photograph
- Major and minor field(s) of study, including the college, division, department, institute or program in which the student is enrolled
- Dates of attendance
- Grade level (such as freshman, sophomore, junior, senior or graduate level)
- Enrollment status (undergraduate or graduate, full-time or part-time)
- Date of graduation
- Degree(s) received
- Honors or awards received, including selection to a dean's list or honorary organization
- Participation in officially recognized activities and sports
- Weight and height where the student is a member of athletic teams



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Find out more about FERPA by going to
www.luc.edu/FERPA.



Parent/Guest Access

FERPA, VIEW PARENT/GUEST, AND PRIVACY SETTINGS



FERPA, View Parent/Guest, and Privacy Settings (Parent/Guest Access)

Your financial information is never considered directory information.

If it is necessary for someone other than yourself to manage your student account, you can use LOCUS to grant that person access to do so through “View Parent/Guest Access”.



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Through Parent/Guest access, you create a unique ID and password for the individual to sign in and pay your bill, work with financial aid, and more.

This access does not give the individual the ability to view your academic work, however, you can grant permission for Loyola to discuss that information with a specific third party.



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From the Student Center Finances Area:

1. Click “View Parent/Guest”.
2. Select “Add Parent/Guest”.
3. Read the Consent Form and click “I Accept” if you consent to add the parent or guest.
4. Enter the last name, first name, the parent or guest’s email address and the relation.
5. Create a password with six (6) characters and two (2) numerics. Note that ITS does not maintain this password and cannot reset it.



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6. Select what LOCUS Features you are granting access to.

Grant Access To

- View my Account Summary
- View my Financial Aid
- View my e-Bill
- View 1098T
- Discuss Academic Record
- View & Create Payment Plan
- Waive/Fast Track Student Health Insurance

7. If you select “Discuss Academic Record, read the understanding and click “Ok.”
8. Save.



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You can update or delete the parent or guest's access at any time.

	<u>Parent/Guest Userid</u>	<u>Relation</u>	<u>Name</u>	<u>Update</u>	<u>Delete</u>
1	1wmozart	Parent	Leopold,Mozart	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Find the user ID the Parent or Guest must use to sign in to LOCUS with the password you created here.



Restricting Privacy Settings

FERPA, VIEW PARENT/GUEST, AND PRIVACY SETTINGS



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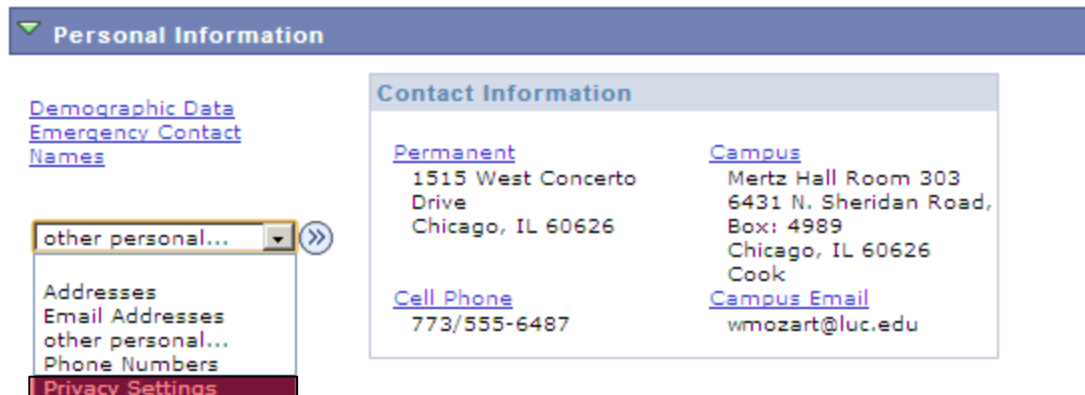
Before restricting the release of your directory information, be sure to understand the consequences of doing so.

A prime example is that if a potential employer calls, Loyola will deny that you have attended classes unless you provide written permission for each employer.



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If, after careful consideration, you wish to restrict the release of your directory information, use the “other personal” pulldown menu and select privacy settings then click the go (») icon.



Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... »

- Addresses
- Email Addresses
- other personal...
- Phone Numbers
- Privacy Settings**

Contact Information

Permanent 1515 West Concerto Drive Chicago, IL 60626	Campus Mertz Hall Room 303 6431 N. Sheridan Road, Box: 4989 Chicago, IL 60626 Cook
Cell Phone 773/555-6487	Campus Email wmozart@luc.edu



FERPA, View Parent/Guest, and Privacy Settings (Privacy Settings)

Carefully read the screen and then click “Restrict Directory Information”.

Welcome to your FERPA **Directory Information** security page.

By clicking the **ACTION BUTTON** and the **SAVE** button at the bottom of this page, you are affirming that you have read and understood the following FERPA notice and that it is your intention to either apply or remove the FERPA protection of your FERPA defined **Directory Information**:

Loyola University Chicago, in compliance with the **Family Rights and Privacy Act of 1974, as Amended (FERPA)**, has designated the items listed below as **Directory Information** (public information, which would not generally be considered harmful or an invasion of privacy if disclosed). Loyola University Chicago may, at its discretion, release this information to any third party, i.e., non-university employee, without your permission. FERPA establishes the your right as a student at a post-secondary institution to block, or to have blocked, the release of your **Directory Information**. This page provides you with the ability to control the security of the release of your **Directory Information**.

- student name
- student address(es)
- telephone number (s)
- e-mail address (es)
- photograph
- major and minor field(s) of study, including the college, division, department, institute or program in which the student is enrolled
- dates of attendance
- grade level (such as freshman, sophomore, junior, senior, or graduate level)
- enrollment status (undergraduate or graduate, full-time or part-time)
- date of graduation
- degree(s) received
- honors or awards received, including selection to a Dean's list or honorary organization
- participation in officially recognized activities and sports
- weight and height of members of athletic teams

The on-line Student Directory. Loyola University Chicago currently includes your name, address, phone number, and e-mail address in the on-line Student Directory. Use **Restrict Directory Information** to prevent this information from appearing in the Student Directory.

Please Note: Loyola University Chicago cannot assume responsibility to contact the student for subsequent permission to release the FERPA **Directory Information** block. Loyola assumes no liability as a result of honoring students' instructions to restrict release of **Directory Information**. Please keep in mind that by blocking the release of directory information you are preventing Loyola University Chicago from disclosing personally identifiable information to third parties without your written permission. This restriction on the release of **Directory Information** to third parties includes, but is not limited to, authorized representatives of federal, state and local agencies when that disclosure is in connection with financial aid for which you may have applied. Additionally, your friends and relatives will not be able to reach you through the University. Subject to FERPA, all persons making inquiries about you will be informed that Loyola University Chicago has no record of your attendance.

Commercial use of Directory Information. Loyola University Chicago NEVER releases **Directory Information** to third parties to be used for commercial purposes.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. For a broader discussion of student privacy rights under FERPA, go to <http://www.luc.edu/ferpa>.

Currently your Directory Information **MAY BE made available to third parties**. To restrict its release Click the button below, and then **SAVE**.

restrict directory information

SAVE



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Finally, click "Save".

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