Applying Privacy Settings in MaineStreet

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the MaineStreet Portal, click the <strong>Student Self Service</strong> link.</td>
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<tr>
<td>2.</td>
<td>Next, click the <strong>Student Center</strong> link.</td>
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<td>3.</td>
<td>In the <strong>Personal Information</strong> section of your Student Center, click on the drop-down arrow in the <em>other personal</em> ...field.</td>
</tr>
</tbody>
</table>
### Step 4
From the drop-down list, select **Privacy Settings**.

### Step 5
Click the **Go** button.
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<td>6.</td>
<td>If you have not previously set privacy settings, click the <strong>EDIT FERPA/DIRECTORY RESTRICTIONS</strong> button.</td>
</tr>
</tbody>
</table>
**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

**Step | Action**
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7. | Select one of the options available to you:

- Select **Do not release any directory information** to withhold all of your directory information from public release, or
- Select **Release all directory information except address** to withhold all of your directory information – with the exception of address information – from public release, or
- Select **Release all directory information** to release all of your directory information for public release.

8. | **End of Procedure.**