Restrict or Release Directory Information
Student Instructions

- Login to my.SMU at https://my.smu.edu/

- Click on Students and enter your SMU ID and Password and click "Sign In"
- Click on My Profile
- Click on General Information
- Click Go to FERPA Restrictions link

- Click Edit button on top right side of page

    Please note that only students with at least one term of enrollment will be able to restrict

    their directory information items

    To apply Full Directory Restriction:

    If you wish to restrict the release of all your directory information items then:
    - Click the "Restrict All Fields" button
        o Verify that all the boxes have been checked

    - If you choose to restrict the release of your name to the Publications (Commencement Brochure, the Honor Roll List, or the Honors Convocation Brochure), then also check the Publication Data box. If not, PLEASE leave the Publication Data box unchecked.

    - Click the "Save" button

    - A customized page appears after the Save and displays all directory item restrictions selected.

    To apply Partial Directory Restriction:

If you choose to restrict specific items of your directory information then:

- Identify which specific directory item(s) you want to restrict.
  Below are the Directory Information Items categories that students have the option to restrict:

    1. Address: Home and/or Mailing
    2. Email: Campus
    3. Phone: Home and/or Mailing
    4. Participation Data: all or none
    5. Publication Data: All or none
    6. Enrollment Data: All or none

- Check the box next to each directory item that you choose to restrict

- If you choose to restrict the release of your name to the Publications (Commencement Brochure, the Honor Roll List, or the Honors Convocation Brochure), then also check the Publications Data box. If not, PLEASE leave the Publication Data box unchecked.

- Click the "Save" button

- A customized page appears after the Save and displays <u>only</u> the selected directory items restricted

<u>To release your directory restrictions:</u>

<u>If you choose to release your entire directory information items, then:</u>

- Click the "Release all Restrictions" button at the top of the page
  o Verify that all the boxes have been unchecked

- Click the "Save" button

- A customized page appears after the Save and displays the following message **"No restrictions set".**

<u>If you choose to release some of your already restricted directory information, then:</u>

- Identify which specific directory items you want to release

- Uncheck the box next to that directory item

- Click the "Save" button

- A customized page appears after the Save and displays <u>only</u> the directory items that are still restricted