

Maintaining your Privacy Settings in Pathway

After you log-in to Pathway at <http://pathway.umkc.edu>, click on **Self Service** in the left-hand menu, then **Campus Personal Information**, then **Privacy Settings**.

Restricting Directory Information

The Family Educational Right to Privacy Act (FERPA) identifies certain information which can be shared without a student's consent. This information is called "directory information" because it is the type of information that would typically be printed in a student directory. At UMKC, directory information includes: name, address, telephone number, e-mail address, major, enrollment status (full or part-time), level, dates of attendance, degrees and awards received, the last institution the student attended, and any participation in officially recognized sports or activities. If you wish to restrict your directory information so UMKC does not print it in the directory or provide it to other entities, you can check the "FERPA-Restrict Release of Personal Information" box and your directory information will not be given out without your consent. Note: if you elect this option, your name will not appear in the UMKC directory at all, which may make it difficult for classmates or instructors to find you if they need to contact you.

Graduate Assistant address selection

UMKC graduate students serving as graduate teaching assistants have the option of selecting to display their local address in the directory or their on-campus work address in the directory.

Restricting Specific pieces of information

You may elect to restrict either your Phone number, your Address, or both from the UMKC directory. If you do this, your name, UMKC e-mail, and major will still display so that others can find you.

The screenshot shows the UMKC Pathway website interface. The user is logged in as Casey Roo. The main content area is titled "FERPA Restrictions" and "List FERPA/Directory Restrictions". A warning message states: "You have not restricted the release of your directory information. To exercise your right to privacy by restricting the release of information, click the FERPA checkbox. Please note: students who invoke FERPA will not be listed in the Commencement Program unless they contact the Registrar's Office. ***Changes to FERPA restriction may take up to two business days to go into effect." Below this, the "FERPA-Restrict Release of Personal Information" checkbox is checked. A red arrow points to this checkbox with a text box that says "Restricts *all* information." Underneath, there is a link for "FERPA Release". The "Outlook Directory Options" section has two radio buttons: "Home" (selected) and "UM Work". A red arrow points to the "Home" radio button with a text box that says "Graduate Assistants only". Below this, there are two checked checkboxes: "Do Not Display Phone Number" and "Do Not Display Address". A "Save" button is at the bottom of the form.

Note: You may change your settings as often as you like, but it will take at least 1 business day for any changes to take effect in the directory.