



Anthology - FERPA Settings

10 Steps

Created by

Carroll University

Creation Date

September 6, 2022

Last Updated

September 6, 2022

STEP 1

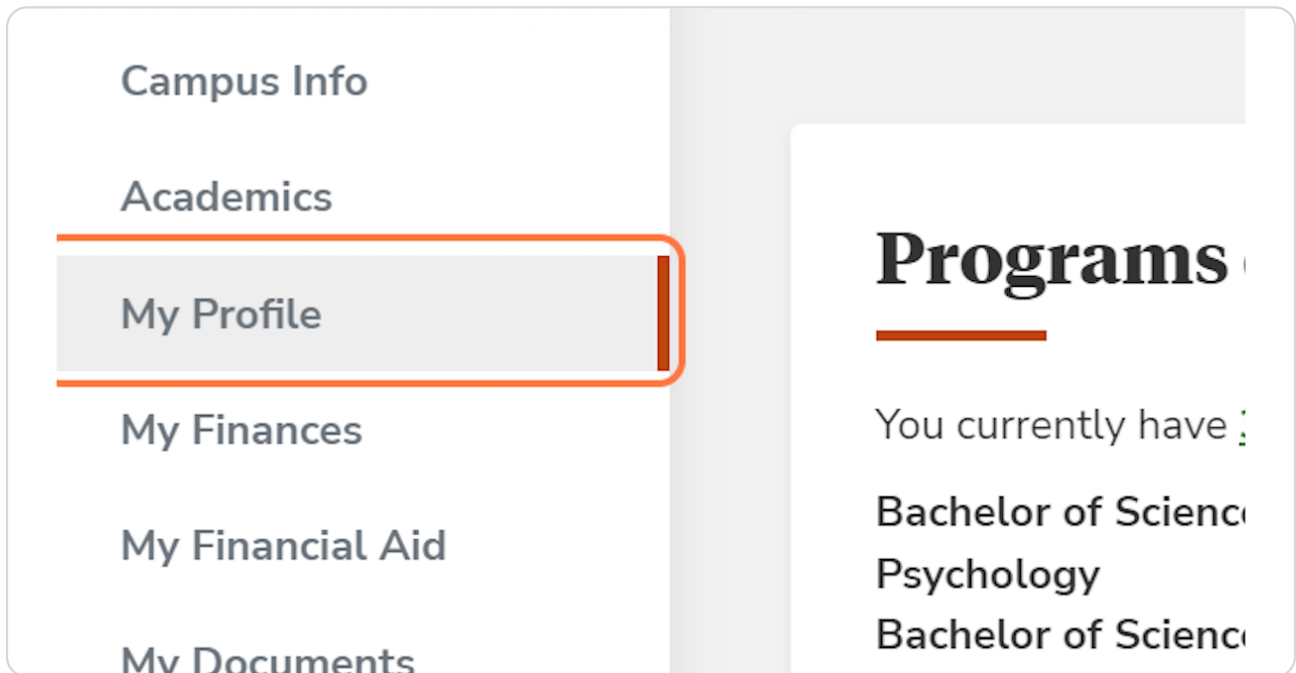
Go to the Student Portal in Anthology

For additional information please check out our guide titled "Accessing the Student Portal".

STEP 2

Click on My Profile

Select "My Profile" from the navigation bar on the left.



STEP 3

Click on My FERPA

Under the "My Profile" menu select "My FERPA".

The screenshot shows a user interface with a navigation menu on the left and a main content area on the right. The navigation menu is titled "Academics" and contains several options: "My Profile", "My Message Center", "My Information", "My FERPA", and "My Finances". The "My FERPA" option is highlighted with a thick orange border. The main content area is titled "Programs of Study" and contains the text "You currently have 3" followed by a list of programs: "Bachelor of Science Psychology", "Bachelor of Science Animal Behavior", and a link "View Degree Pathways".

STEP 4

MY FERPA Page

You will be taken to the "My FERPA Page" which is where you can set up your FERPA settings to your preference.

To get started, select one of the options from the drop-down menu labeled "Please Select".

Hello John [Show Quick Links...](#)

MY FERPA

The Family Education Rights and Privacy Act (FERPA) governs the disclosure of certain personally identifiable information from records maintained by various departments of the University. FERPA applies to all students attending the institution and defines the responsibilities of the University in protecting the privacy of its students. While certain information, called "directory information", may be released without a student's consent, other information cannot be shared without written consent.

Navigate to the below drop down to:

- Opt-In – allow the University to share directory information related to your address
- Consent – allow the University to share non-directory information with specific people and/or organizations

PleaseSelect ▾

STEP 5

OPTIn

If you choose to "OPTIn" then you will select which directory information that you are consenting to share. You can choose either your Permanent Address, Campus Address, or both.

When you have selected your preference click the orange "Save" button.

MY FERPA

The Family Educational Rights and Privacy Act (FERPA) governs the disclosure of certain personally identifiable information from records maintained by various departments of the University. FERPA applies to all students attending the institution and defines the responsibilities of the University in protecting the privacy of its students. While certain information, called "directory information", may be released without a student's consent, other information cannot be shared without written consent. Navigate to the below drop down to: Opt-In – allow the University to share directory information related to your address Consent – allow the University to share non-directory information with specific people and/or organizations

OptIn

Please select any FERPA directory information that you allow to be shared

Permanent Address

Campus Address

[Family Policy Compliance Office \(FPCO\) Home](#)

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. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR ?? 99.31):
 1. School officials with legitimate educational interest;
 2. Other schools to which a student is transferring;
 3. Specified officials for audit or evaluation purposes;
 4. Appropriate parties in connection with financial aid to a student;
 5. Organizations conducting certain studies for or on behalf of the school;
 6. Accrediting organizations;
 7. To comply with a judicial order or lawfully issued subpoena;

STEP 6

Consent

If you choose "Consent" then you will be able to add individuals who you would like to give access to your records.

This could be a parent or guardian that would like to view your information. You can add a person by clicking "ADD PERSON" in the lower right corner.

You can also edit existing contacts here as well if there is a name or address change. Just click "edit" in the far right column on the table.

MY FERPA

The Family Education Rights and Privacy Act (FERPA) governs the disclosure of certain personally identifiable information from records maintained by various departments of the University. FERPA applies to all students attending the institution and defines the responsibilities of the University in protecting the privacy of its students. While certain information, called "directory information", may be released without a student's consent, other information cannot be shared without written consent. Navigate to the below drop down to: Opt-In - allow the University to share directory information related to your address Consent - allow the University to share non-directory information with specific people and/or organizations

Consent

Show only Active Records

Lastname, First Name	Description	Phone	Address	State	Zip	From Date	To Date	Reason	Active	Edit
Mother Karen	Mother		100 N East Ave.	WI		6/1/2022	10/8/2022		<input type="checkbox"/>	edit
Parent Jim	FERPA - Father					8/1/2022	9/16/2022		<input type="checkbox"/>	edit
Person Test	Conduct					8/16/2022	8/31/2022		<input type="checkbox"/>	edit

ADD PERSON

[Family Policy Compliance Office \(FPCO\) Home](#)

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. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR ?? 99.31):
 1. School officials with legitimate educational interest;
 2. Other schools to which a student is transferring;
 3. Specified officials for audit or evaluation purposes;
 4. Appropriate parties in connection with financial aid to a student;
 5. Organizations conducting certain studies for or on behalf of the school;
 6. Accrediting organizations;
 7. To comply with a judicial order or lawfully issued subpoena;

STEP 7

ADD PERSON/edit

If you would like to either add or edit a person, you will see a form pop up at the bottom of the window under the initial list. You can begin filling this out if you are adding someone for the first time, or you can edit the details of a listed person.

Lastname, FirstName	Description	Phone	Address	State	Zip.	From Date	To Date	Reason	Active	Edit
Mother Karen	Mother		100 N East Ave.	WI	53186	6/1/2022	10/8/2022		<input checked="" type="checkbox"/>	edit
Parent Jim	FERPA - Father					8/1/2022	9/16/2022		<input checked="" type="checkbox"/>	edit
Person Test	Conduct		dafd	WI	53066	8/16/2022	8/31/2022		<input checked="" type="checkbox"/>	edit

[ADD PERSON](#)

↓

Required Field *

Address Type *

Title *

First Name *
 Active

Last Name *

Current Address and Phone Numbers

Country *

STEP 8

Edit/Fill out the details

Go through the form and fill out all of the contact details for the individual.

The screenshot shows a form with the following fields and values:

- Address Type *: 14 (Required Field *)
- Title *: Mr.
- First Name *: Test
- Last Name *: Person
- Current Address and Phone Numbers
- Country *: United States
- Address *: dafd
- City *: Waukesha
- State *: Wisconsin
- Zip Code *: 53066
- Home Phone *: [Redacted]
- Email: [Empty]
- Start Date *: 8/16/2022
- End Date *: 8/31/2022
- Description *: Conduct

STEP 9

Select Consent Option

At the bottom of the form you can select what you are consenting that they are allowed to view.

You can choose between "Academic Status", "Attendance", "Class Schedule", "Conduct - Parent", "Financial Aid", "Grades", and "Student Accounts". You can choose to select all of these or check the boxes individually.

When you have added all of the information that you like and checked the boxes that you want, click the orange Save button.

The screenshot shows the consent selection section of the form:

- Reason: [Empty text box]
- Consent options:
 - ACADEMIC STATUS
 - ATTENDANCE
 - CLASS SCHEDULE
 - CONDUCT - PARENT
 - FINANCIAL AID
 - GRADES
 - STUDENT ACCOUNTS
- Buttons: CHECK ALL, UNCHECK ALL, SAVE, CANCEL

STEP 10

FerpaDocuments

If you select "FerpaDocuments", you can view and download the official "Notification of Rights Under FERPA.pdf".

Click the "Download Files" link to download the PDF.

Hello John [Show Quick Links...](#)

MY FERPA

The Family Education Rights and Privacy Act (FERPA) governs the disclosure of certain personally identifiable information from records maintained by various departments of the University. FERPA applies to all students attending the institution and defines the responsibilities of the University in protecting the privacy of its students. While certain information, called "directory information", may be released without a student's consent, other information cannot be shared without written consent. Navigate to the below drop down to: Opt-In – allow the University to share directory information related to your address Consent – allow the University to share non-directory information with specific people and/or organizations

FerpaDocuments ▾

Click on Download File to download any of the FERPA documents

File Name	Action
Notification of Rights Under FERPA.pdf	Download Files

CARROLL
UNIVERSITY

