

STATE OF NORTH DAKOTA

CAMPUS COMMUNITY APPLY FERPA CONTROL TRAINING MANUAL

VERSION 8.0

Disclaimer

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TABLE OF CONTENTS

APPLY FERPA CONTROL	1
Overview	1
Objectives	1
Apply FERPA Control Business Process Flow	2
Walkthrough – View FERPA Controlled Student Records.....	3
FERPA Bio Demo	5
FERPA Addresses	6
FERPA Phones.....	6
FERPA Email	7
FERPA Activities.....	7
FERPA Photo.....	8
Walkthrough – FERPA Quick Entry.....	8
Release To Publication.....	10

APPLY FERPA CONTROL

OVERVIEW

When FERPA control is applied, the system attaches the FERPA window shade privacy button to that individual's records. Users can click the button to review the non-restricted, releasable data about that individual. When the window shade appears, the student requested has requested that some or all of his/her public record information not be made available to the public. Users are required by law to honor this request.

Appropriate security needs to be given to those who restrict and release information from records.

Users must be familiar with the student records and how restrictions are applied and released.

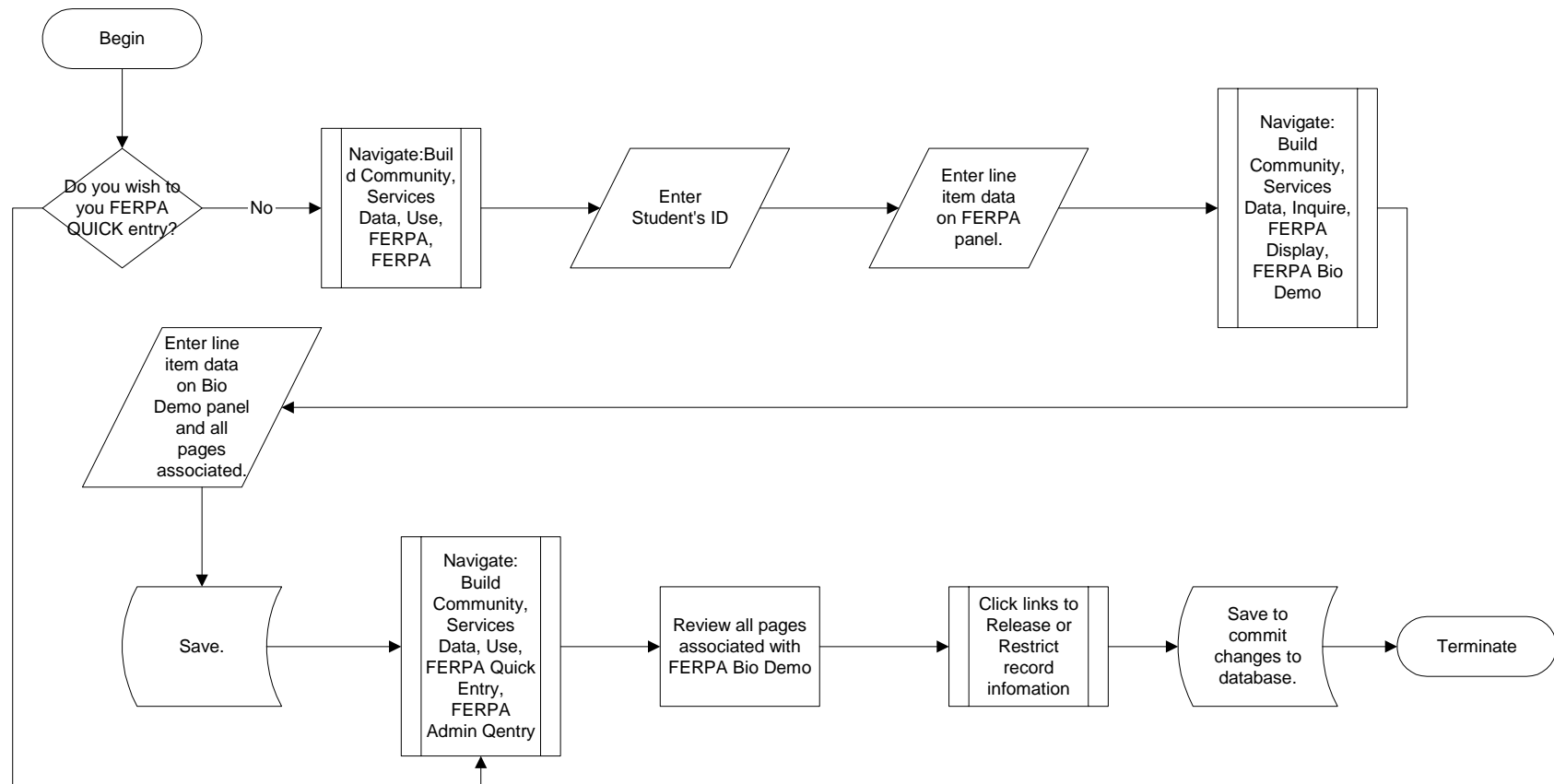
OBJECTIVES

After completing this section, you will be able to:

1. View FERPA controlled records
2. Use FERPA Quick Entry

APPLY FERPA CONTROL BUSINESS PROCESS FLOW

This business process attaches the FERPA window shade privacy button to an individual's records as needed to restrict or release information from student records.



WALKTHROUGH – VIEW FERPA CONTROLLED STUDENT RECORDS

1. **Navigation:** Home > Build Community > Services Data (Student) > Use > FERPA

FERPA

Find an Existing Value

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

2. **Find an Existing Value**

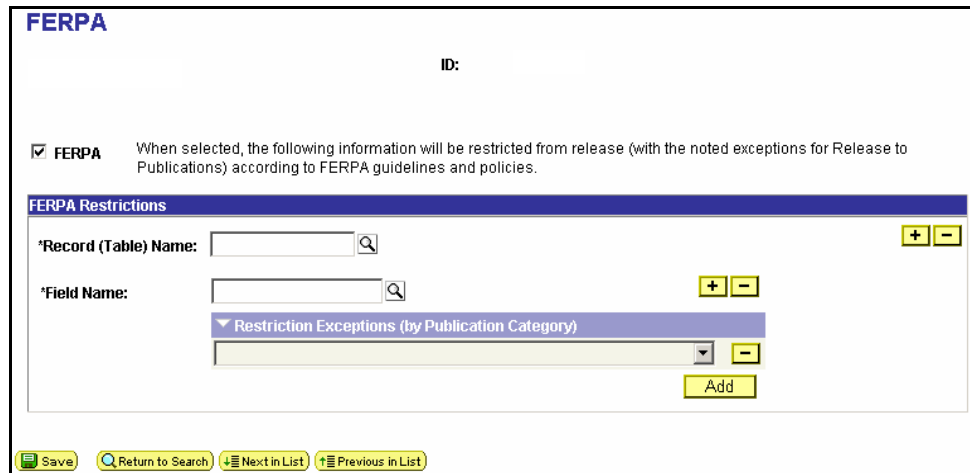
- a. Enter the values by which you would like to search. First Name, Last Name, First Name, or National ID (SSN).
- b. Click **Search**. A list of values that meet your search criteria will be displayed.
- c. Click on the student you wish to update.
- d. The **FERPA** page is displayed.

FERPA

ID:

FERPA When selected, the following information will be restricted from release (with the noted exceptions for Release to Publications) according to FERPA guidelines and policies.

- e. **FERPA checkbox.** When selected, indicates that the student has, in accordance with FERPA, instructed your institution not to release certain information. When selected, the FERPA Restrictions region appears.



- f. **Record (Table) Name:** The name of the FERPA_VW record, from the FERPA Control Page, which contains the type of information that the student is restricting.
- g. **Field Name:** The name of the controlled field on the FERPA_VW record that contains specific information that the student is restricting.
- h. **Restriction Exceptions (by Publication Category):**
 The publications, from the Publications Categories page, to which the student gives you permission to release this otherwise restricted information.
All Community Directories: Indicates that the student gives permission to release this otherwise restricted information for inclusion in all of your institution’s internal community directories.
Student Community Directory: Indicates that the student gives permission to release this otherwise restricted information for inclusion your institution’s internal student directory only.

FERPA Bio DEMO

The FERPA Bio Demo page is used to review releasable bio-demo data about an individual. You cannot enter or edit data on this page. This page is for viewing purposes only. Data displayed here is controlled on the FERPA page or the FERPA Quick Entry page.

1. **Navigation:** Build Community > Services Data (Student) > Inquire > FERPA Display > FERPA Bio Demo

2. **Find an Existing Value**

- a. Enter the values by which you would like to search. First Name, Last Name, First Name, or National ID (SSN).
- b. Click **Search**. A list of values that meet your search criteria will be displayed.
- c. Click on the student you wish to update.
- d. The **FERPA Bio Demo** page is displayed.

Releasable Name Information					
Type	Prefix	First Name	Middle Name	Last Name	Suffix
Legal		Jurry		Ma	
Preferred		Jurry		Ma	
Primary		Jurry		Ma	

FERPA ADDRESSES

The FERPA Addresses page is used to review releasable address data for an individual. You cannot enter or edit data on this page. This page is for viewing purposes only. Data displayed here is controlled on the FERPA page or the FERPA Quick Entry page.

1. Click the **FERPA Address** tab.
2. The **FERPA Address** page is displayed.

The screenshot shows a web application interface with several tabs: FERPA Bio Demo, FERPA Addresses (selected), FERPA Phones, FERPA Email Addr, FERPA Activities, and FERPA Photo. Below the tabs, the user ID is displayed as '1'. A section titled 'Releasable Address Information' contains the following details:

Address Type:	Home
Country:	USA United States
Address 1:	
Address 2:	
Address 3:	
City:	San Bernardino
State:	CA California
Postal:	924111302
County:	San Bernardino

At the bottom of the screenshot, there is a 'Return to Search' button and a navigation bar with links to other FERPA-related pages.

FERPA PHONES

The FERPA Phones page is used to review releasable phone data for an individual. You cannot enter or edit data on this page. This page is for viewing purposes only. Data displayed here is controlled on the FERPA page or the FERPA Quick Entry page.

1. Click the **FERPA Phones** page.
2. The **FERPA Phones** page is displayed.

The screenshot shows the same web application interface as the previous screenshot, but with the 'FERPA Phones' tab selected. The user ID is still '1'. A section titled 'Releasable Phone Information' contains the following details:

Type	Telephone	Phone Extension
Home	909/887-0173	

Similar to the address page, there is a 'Return to Search' button and a navigation bar at the bottom.

FERPA EMAIL

The FERPA Email page is used to review releasable email data for an individual. You cannot enter or edit data on this page. This page is for viewing purposes only. Data displayed here is controlled on the FERPA page or the FERPA Quick Entry page.

1. Click the **FERPA Email Adrs** page.
2. The **FERPA Email Adrs** page is displayed.

Releasable Email Information		
Type	Email Address	Preferred
Home		Y

Return to Search

[FERPA Bio Demo](#) |
 [FERPA Addresses](#) |
 [FERPA Phones](#) |
 [FERPA Email Adrs](#) |
 [FERPA Activities](#) |
 [FERPA Photo](#)

FERPA ACTIVITIES

The FERPA Activities page is used to review releasable extracurricular activity data for an individual. You cannot enter or edit data on this page. This page is for viewing purposes only. Data displayed here is controlled on the FERPA page or the FERPA Quick Entry page.

1. Click the **FERPA Activities** page.
2. The **FERPA Activities** page is displayed.

ID:

No Activity Designated Releasable

Return to Search

[FERPA Bio Demo](#) |
 [FERPA Addresses](#) |
 [FERPA Phones](#) |
 [FERPA Email Adrs](#) |
 [FERPA Activities](#) |
 [FERPA Photo](#)

FERPA PHOTO

The FERPA Photo page is for viewing purposes only. Data displayed here is controlled on the FERPA page or the FERPA Quick Entry page.

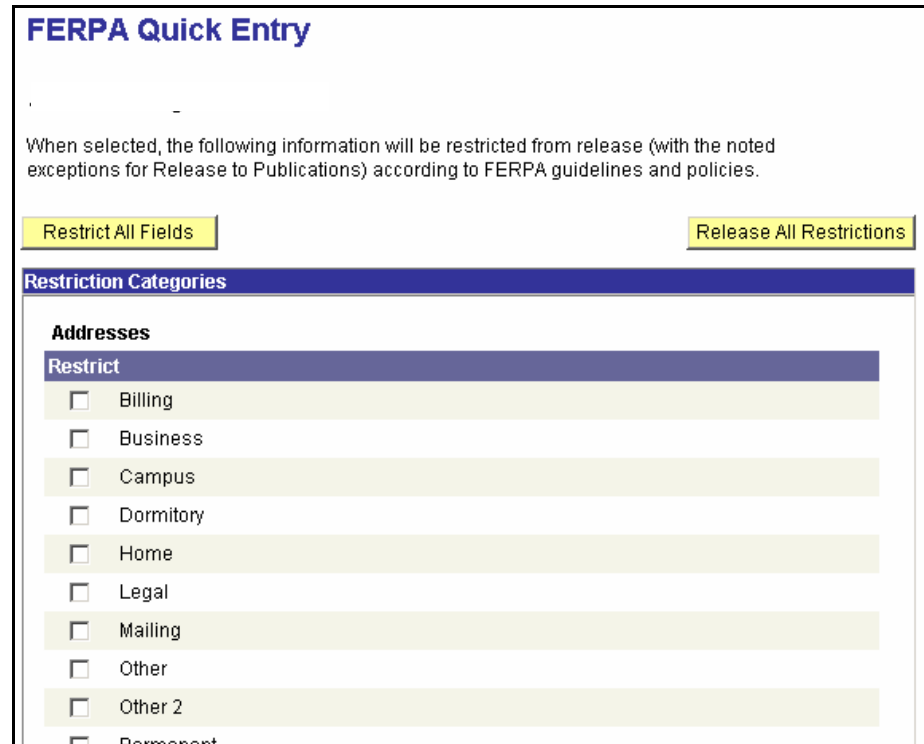
1. Click the **FERPA Photo** page.
2. The **FERPA Photo** page is displayed.

WALKTHROUGH – FERPA QUICK ENTRY

1. **Navigation:** Home > Build Community > Services Data (Student) > Use > FERPA Quick Entry > FERPA Admin Qentry

2. **Find an Existing Value**
 - a. Enter the values by which you would like to search. First Name, Last Name, First Name, or National ID (SSN).
 - b. Click **Search**. A list of values that meet your search criteria will be displayed.
 - c. Click on the student you wish to update.

d. The **FERPA Quick Entry** page is displayed.



FERPA Quick Entry

When selected, the following information will be restricted from release (with the noted exceptions for Release to Publications) according to FERPA guidelines and policies.

Restrict All Fields Release All Restrictions

Restriction Categories

Addresses

Restrict

- Billing
- Business
- Campus
- Dormitory
- Home
- Legal
- Mailing
- Other
- Other 2
- Permanent

3. **Restrict All Fields:** Click this button to automatically select the Restrict option for all fields in **all categories on the entire page**.
4. **Release All Restrictions:** Click this button to automatically clear the Restrict option for all fields in all categories on the entire page.
5. There are 7 quick entry panels available with information pertaining to Extracurricular Activities, Email Addresses, Names, Phones, Photographs, Addresses, and Personal Data. For each section the Restriction Categories can be selected individually for the entire section.
6. **Restriction Categories:** The fields that display for each category are based on the controlled fields identified for each FERPA_VW record on the FERPA Control Page.
 - a. **Restrict:** When selected, indicates that the student prohibits your institution from releasing this information.
 - b. **Release to Publication:** Click this link to access the Release to Publication Page.

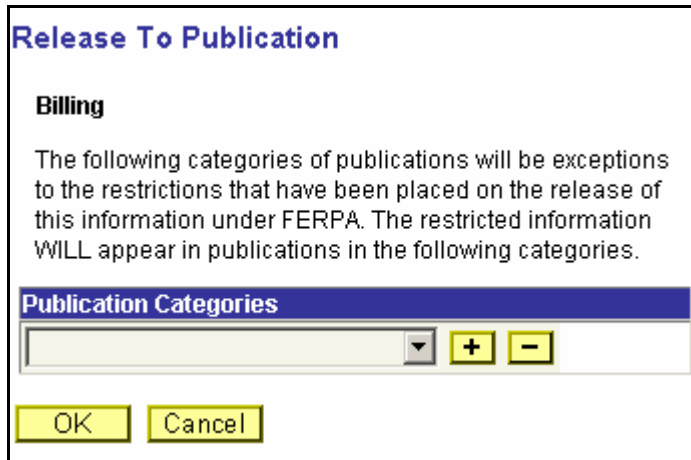
- c. **Restrict All:** Click this button to automatically select the Restrict option for all fields in the category.
 - d. **Release All:** Click this button to automatically clear the Restrict option for all fields in this category.
7. Click **SAVE** to commit your changes to the database.

RELEASE TO PUBLICATION

1. After clicking a box to restrict the **Release to Publication** link is displayed.



2. Click on the **Release to Publication** link.
3. The **Release to Publication** page is displayed.



4. Select the publication, from the Publication Categories page, to which the student gives you permission to release this specific, otherwise restricted information.
5. **All Community Directories:** Indicates that the student gives permission to release the otherwise restricted information for inclusion in all of your institution's internal community directories.

6. **Student Community Directory:** Indicates that the student gives permission to release the otherwise restricted information for inclusion your institution's internal student directory only.

NOTE: Publication categories are used in PeopleSoft Community Directory Collaborative Application. You can add categories, and add publications to the delivered categories, but you should **NOT** delete the delivered categories

7. Click **SAVE** to commit your changes to the database.