Students: Use WebAdvisor to Create & Manage Your FERPA Elections

WebAdvisor FERPA Self-service Feature Instructions:

1. Log in to your WebAdvisor account, access the STUDENT main menu and then click the “Maintain FERPA Information” link:

   Clicks the “Maintain FERPA Information” link on the STUDENT WebAdvisor Menu...

2. WebAdvisor’s self-service FERPA Maintenance Form opens. Here you may enter names and relationships that you choose to grant FERPA access for your academic records:

   Students may enter as many names and relationships as they want...
   Students may view a history of all active and inactive FERPA waivers here
3. The “Include me in Directory release information:” link is an important selection on the FERPA form. This allows the College to release certain directory information about you under carefully controlled conditions. The screen default is “YES”:

![Image of FERPA form with Include me in Directory release information option highlighted]

4. If you chose to enact a “FULL” FERPA Directory Information Block (This is a serious choice and must be considered carefully!), this special message screen appears:

![Image of Deny Directory Warning message]

5. After you complete your selections, click SUBMIT and exit the FERPA form.