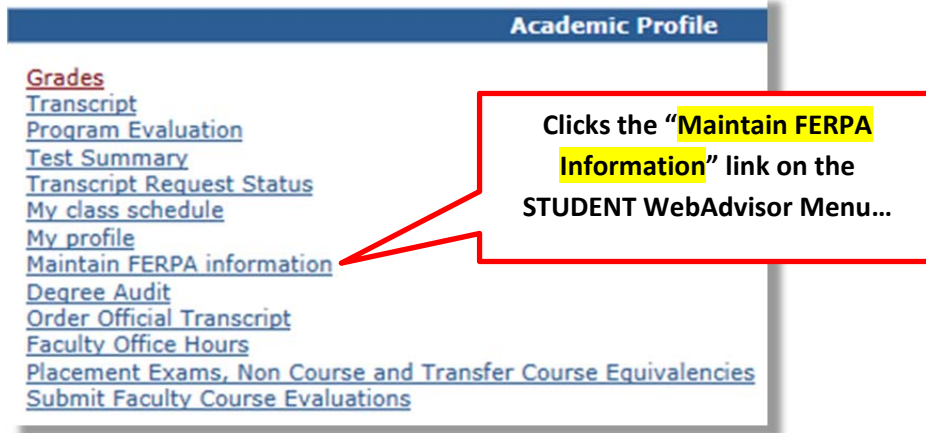


# Students: Use WebAdvisor to Create & Manage Your FERPA Elections

## 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:



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:

Manhattanville COLLEGE®

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

Current Students WELCOME STUDENT!

### Maintain FERPA information

For instructions using this form, click [FERPA](#)

\* = Required

Name

Relationship

Allow Access:

Include me in Directory release information:\*

Name	Relationship	Allow Access?	Start Date	End Date
ROBERT TEST	Father v	Yes v	04/29/15	

SUBMIT

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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”:

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Current Students WELCOME STUDENT!

### Maintain FERPA information

For instructions using this form, click [FERPA](#)

\* = Required

Name

Relationship

Allow Access:

Include me in Directory release information:\*

Name	Relationship	Allow Access?	Start Date	End Date
ROBERT TEST	Father	Yes	04/29/15	

SUBMIT

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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:

### Deny Directory Warning

FULL FERPA CONFIDENTIALITY OPTION:

**DEAR STUDENT: CAUTION!** By choosing **NO** on the previous page, you elected to have **ALL** of your directory information blocked from college use. Consider this privacy election **VERY CAREFULLY** (see below)!

If I maintain this privacy option, the following will occur:

- My name will **NOT** be printed in Manhattanville’s commencement program, academic honors lists or graduation press releases to the media. No one in my family will see my name
- My name and directory information will **NOT** be released to third parties that provide services to the student community that the College feels are beneficial to me
- Routine degree verification/attendance requests from employers, insurance companies and background verification firms to the College will **NOT** be honored (this will considerably slow down processing of information requests on my behalf!)
- I will only be able to discuss my Manhattanville record with campus staff **IN PERSON** after displaying my Mville ID card or other photo ID
- This request will remain in effect until I return to this WebAdvisor form and remove my election by unchecking this box

**NOTE:** Under the Solomon Amendment to FERPA, this non-disclosure election still allows Manhattanville College to release my directory information to any branch of the United States armed forces if requested for recruiting purposes.

**CAUTION:**

You are advised to choose the above option **CAREFULLY** for your educational record and directory information. If you do, access to your Manhattanville College records will be **SEVERELY LIMITED**. Family members, relatives and friends will not see your name in public programs and prospective employers cannot perform routine verification of your academic status. Once elected, Manhattanville College cannot acknowledge the existence of, or release information about, your student record. No services will be available to you via telephone or email if you elect this confidentiality option. You may only conduct business transactions with College personnel in person after presenting a valid photo ID, or through secure login on WebAdvisor.

\* = Required

Do you still want your Directory information to be excluded:\*

SUBMIT

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