

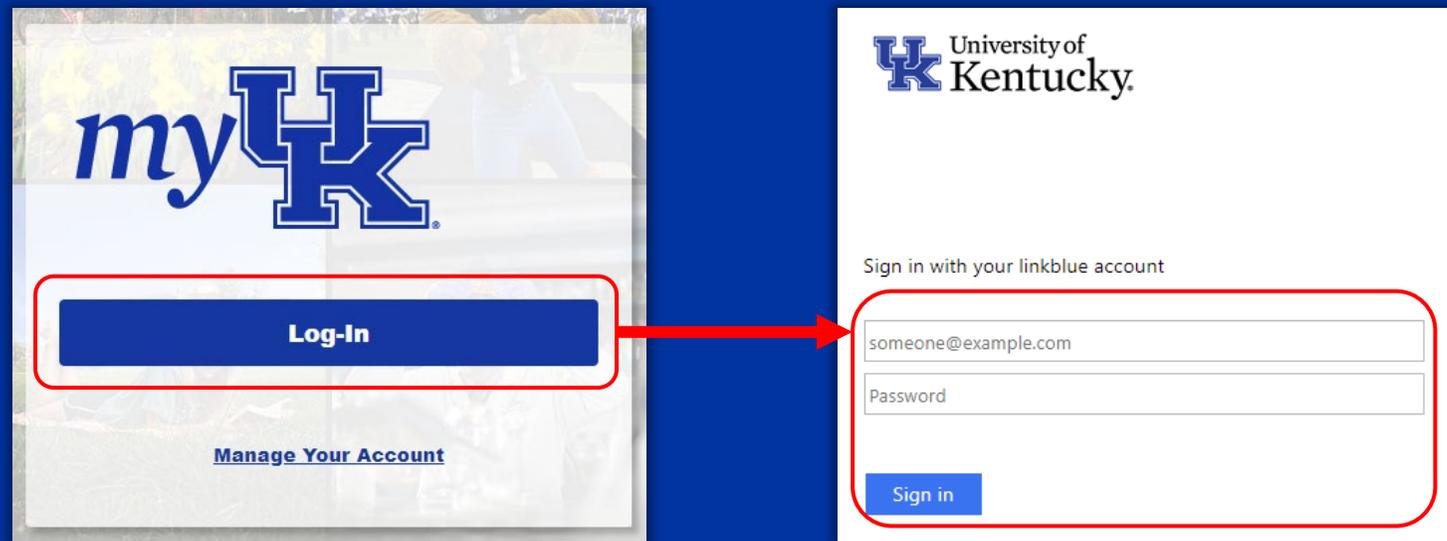
# MANAGING THE RELEASE OF YOUR INFORMATION

 Office of the  
University Registrar

# SIGN IN TO MYUK

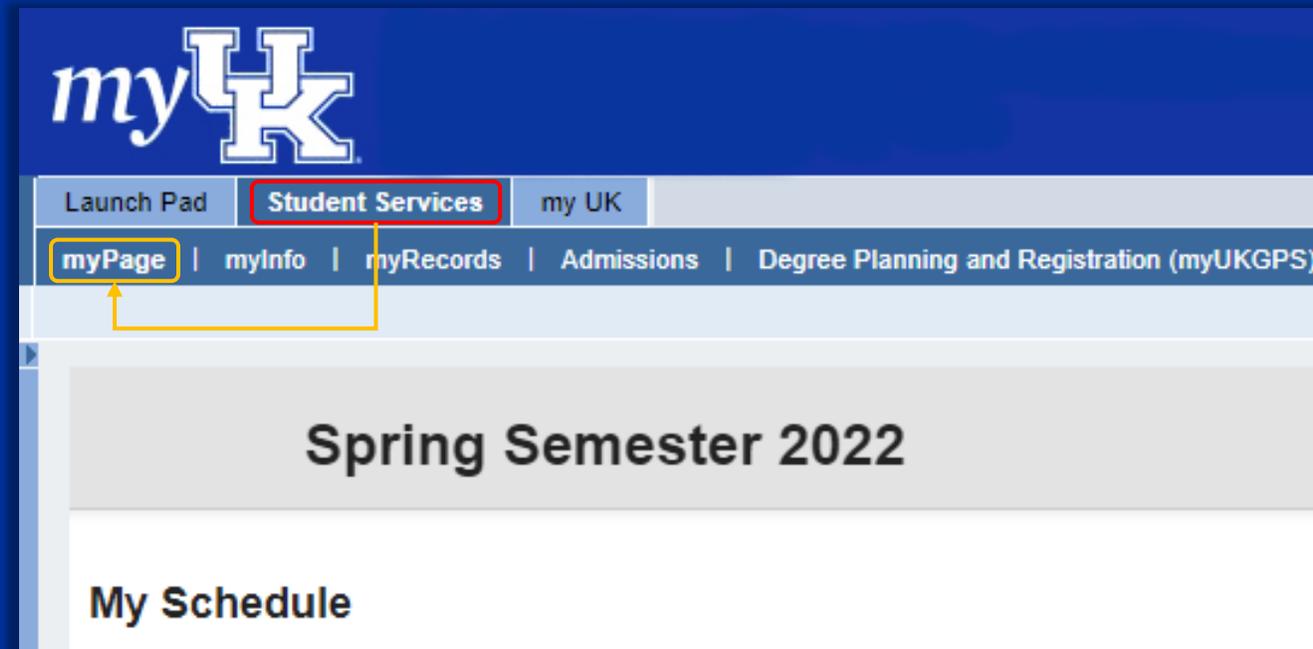
Go to [myuk.uky.edu](http://myuk.uky.edu) and select the ‘Log-in’ option to sign in with your linkblue username and password.

*Please note that myUK works best with Google Chrome and Mozilla Firefox. Using other browsers may result in compatibility issues.*



*For accessibility issues within the myUK portal, please contact ITS at [859-218-4357](tel:859-218-4357) or [218help@uky.edu](mailto:218help@uky.edu)*

# NAVIGATE TO THE MYPAGE STUDENT DASHBOARD



Select the 'Student Services' tab.

*Selecting 'Student Services' should load the myPage Student Dashboard automatically. If not, please select 'myPage' to bring up your Student Dashboard.*

Once the myPage Student Dashboard has loaded scroll down to find the 'My Privacy Settings' section.

# MY PRIVACY SETTINGS

## My Privacy Settings

Opt Out of Directory information  Off

When this option is set to 'on' the University is not permitted to release directory information without the consent of the student. Directory information is information that is generally not considered to be harmful or an invasion of privacy if disclosed. You can find a full list of these items on the Office of the University Registrar's [Family Educational Rights and Privacy Act](#) page.

Please note opting out of directory information will prevent the University from being able to disclose information such as major, dates of attendance, enrollment status, as well as degrees and awards received to any potential employer or other third-party seeking verification. You will be required to provide written consent or have the Opt Out option set to 'off' for the University to verify this information.

The 'My Privacy Settings' section governs how the University of Kentucky handles your directory information. Your 'Opt Out of Directory Information' flag is set to 'Off' by default.

Students may freely change their 'Opt Out of Directory Information' status at any time by clicking the 'Off/On' button.

*Opting out of directory information release may have unintended drawbacks. Students should read the included information carefully before changing their status.*

# CONSENT TO RELEASE INFORMATION

**Consent for Release of Information on Education Record**

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits postsecondary educational institutions from disclosing information about a student's education records without their consent. A student that wishes to provide such consent may add a FERPA designee using the below process.

To add a FERPA designee, students are required to agree to the conditions of the FERPA Designee Agreement. Students should read the agreement thoroughly to ensure that they understand the extent of how adding a FERPA designee may impact them.

You can add and update FERPA Designees below.  
You currently have no FERPA designees [Add one now.](#)

**My FERPA Designees**

+

**Add a New FERPA Designee**

Adding a FERPA Designee allows the University of Kentucky to speak with that designee regarding your confidential education record.

To begin the process of adding a FERPA Designee you may click the 'Add one now' link or the 'Add a New FERPA Designee' button.

# CONSENT TO RELEASE INFORMATION

**Add a New FERPA Designee**

(All fields are required unless specified optional)

**Relationship**  
Other (eg: UK Faculty/Staff, Mentor) x ▾

**First Name**  **Last Name**

**Country** 

**Street Address**

**City**

**State** (opt. unless country is US) 

**Zip Code** (opt. unless country is US)

**Phone**  **Ext** (opt.)

**Email**

**Save**

Fill in each area of the 'Add a New FERPA Designee' form.

Optional fields are indicated on the form.

Click 'Save' once you have completed the form.

*Please ensure all information is accurate. The University of Kentucky will rely on this information when communicating with your designee. If information is not accurate it may result in the University being unable to release information to your designee.*

# CONSENT TO RELEASE INFORMATION

### FERPA Designee Agreement ✕

By assigning a FERPA designee you are permitting communication between them and a University of Kentucky faculty/staff member regarding your education records and acknowledge that this communication may occur without any additional notification to you. Please note, a University of Kentucky faculty/staff member is only able to discuss aspects of your education records that fall within the purview of their specific job duties.

*Education records are any records directly related to the student maintained by the University which contain information that is personally identifiable to a student regardless of format or medium. These records include but are not limited to midterm and final grades, transcripts, class lists, student course schedules, class attendance, academic alerts, current and past academic standing, current and past major and minor programs, degree progress, student financial information, and student discipline files.*

*The following exceptions are not considered part of a student's education record: sole possession records (e.g., private notes a faculty member or advisor keeps), law enforcement records, employment records (excluding employment derived from a student status), medical/psychological records, and alumni records (records created after a student has graduated or left the University).*

The University may reach out to a FERPA designee with urgent issues concerning your academics and/or enrollment.

*For example, a faculty/staff member may reach out to your FERPA designee to help support you if you have academic alerts, have not been responding to their communications, have missed appointments, and/or have midterm grades that are cause for concern.*

You may remove a FERPA designee at any time by logging into this system. To continue with assigning a FERPA designee, please click 'I understand' below. If you do not wish to assign a FERPA designee, please click 'Cancel' below.

Before your FERPA Designee can be added you must review the FERPA Designee Agreement.

Selecting 'I understand' will finish adding your FERPA Designee and you will be returned to the myPage Student Dashboard.

Selecting 'Cancel' will return you to the FERPA Designee form. From here you may correct any information entered in error and save again, or navigate back to the myPage Student Dashboard without adding a designee.

# CONSENT TO RELEASE INFORMATION

**Consent for Release of Information on Education Record**

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits postsecondary educational institutions from disclosing information about a student's education records without their consent. A student that wishes to provide such consent may add a FERPA designee using the below process.

To add a FERPA designee, students are required to agree to the conditions of the FERPA Designee Agreement. Students should read the agreement thoroughly to ensure that they understand the extent of how adding a FERPA designee may impact them.

You can add and update FERPA Designees below.  
You have 1 FERPA Designee: [Scratch Wildcat](#). [Add more](#).

**My FERPA Designees**

FERPA Designee	
<p><b>Scratch Wildcat</b> 160 Funkhouser Dr Lexington, KY 40506 US Phone number: 555-555-5555 Email: scratch.wildcat@uky.edu</p> <p><a href="#">Delete</a> <a href="#">Edit</a></p>	<p>+</p> <p><b>Add a New FERPA Designee</b></p>

After you have added a FERPA Designee you may update their information by clicking the 'Edit' button in the box respective to that designee.

Should you wish to remove a designee, you may do so by clicking the 'Delete' link in the box respective to that designee.