MANAGING THE RELEASE OF YOUR INFORMATION

Office of the University Registrar

The Family Educational Rights and Privacy Act
SIGN IN TO MYUK

Go to 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 or 218help@uky.edu
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.
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.*
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

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

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.
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.