

Update Privacy Restrictions

Purpose: Use this document to reference updating a student's privacy restrictions through the Profile tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

Update Privacy Restrictions

Navigation: Student Homepage

1. Select the **Profile** tile.
2. The **Personal Details** page displays.
3. Select **Privacy Restrictions**, located on the left side of screen.
4. The **Privacy Restrictions** page displays.
5. To expand the **FERPA Block** section, select the arrow, located to the far right of screen.
6. The **Edit Restriction** pagelet displays.
7. Select the **Restricted** check box.
8. Select **Save** in the upper-right corner.
9. The **Privacy Restrictions** page displays.
10. You can also restrict data by selecting the **Restrict All** button.
11. The **Restrict All Data** section displays as Restricted with a red icon in the upper right corner of the FERPA Block section.
12. Select **Confirm**.

Process complete.

 Please get in touch with your college if you require immediate assistance with ctcLink. [Check out the contact information and highlights for each community and technical college.](#)