

## 9.2 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**.

ctcLink Student Homepage Profile

ID 201331589

**Personal Details**

Contact Details

Addresses

Emergency Contacts

Ethnicity

**Privacy Restrictions**

**Personal Details**

Date of Birth

Gender Unknown

Social Security Number \*\*\*\*\*5619

**Names**

Name	Type
Ms Nona	Primary
Athena	Preferred

4. The **Privacy Restrictions** page displays.
5. To expand the **FERPA Block** section, select the arrow.

Personal Information Verification

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Mark as Read Previous

Confirm

**Step 8 of 9: Privacy**

Explain

▼ FERPA Block

Description	Restricted
Restrict All Data	

Restrict All Clear All

1 Introduction Complete

2 Personal Details Complete

3 Contact Details Complete

4 Addresses Complete

5 Emergency Contacts Complete

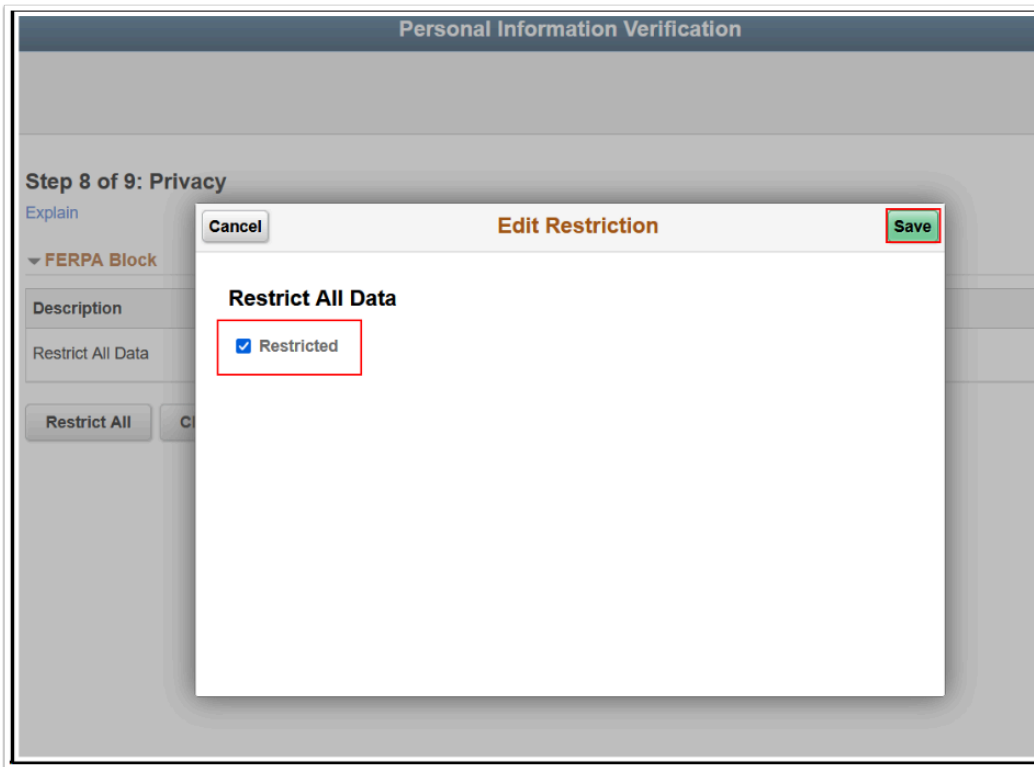
6 IPEDS Ethnicity Complete

7 Ethnic Background Complete

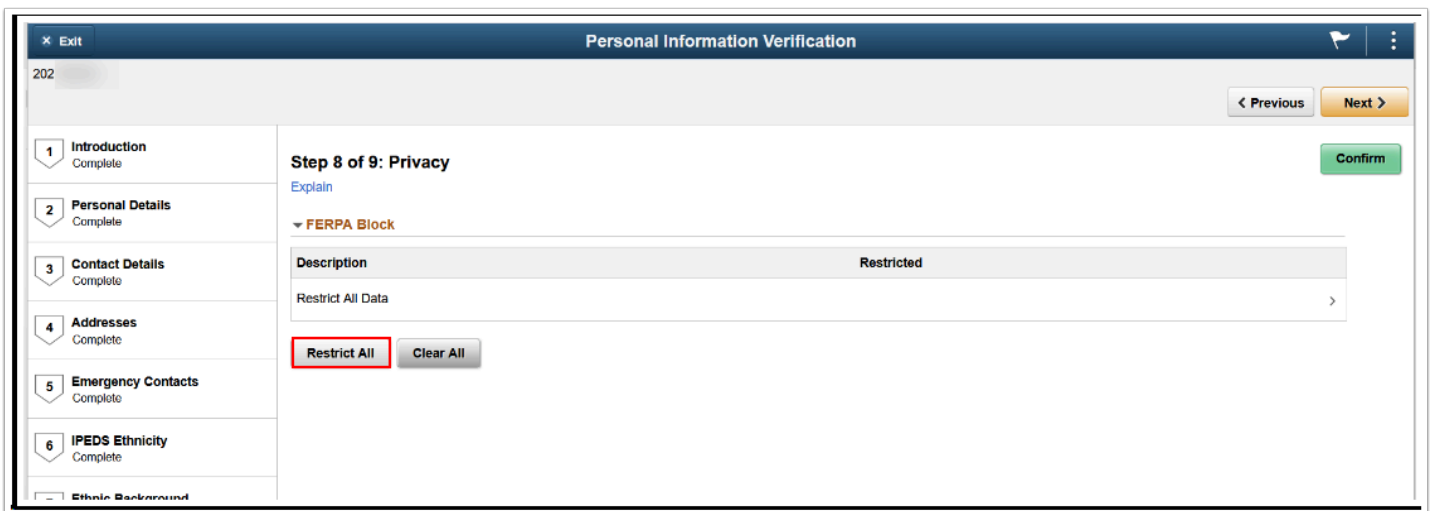
**8 Privacy In Progress**

9 Complete Task

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**.

Personal Information Verification

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< Previous Next >

1 Introduction Complete

2 Personal Details Complete

3 Contact Details Complete

4 Addresses Complete

5 Emergency Contacts Complete

6 IPEDS Ethnicity Complete

**Step 8 of 9: Privacy**

[Explain](#)

▼ FERPA Block

Description	Restricted
Restrict All Data	<input checked="" type="checkbox"/>

Restrict All Clear All

Confirm

13. Process complete.

**i** 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.](#)