FERPA, Parent Guest Access, and Privacy Settings

Review of FERPA

As a student, your educational record is protected under the Family Educational Rights and Privacy Act also known as FERPA.

Your record contains personal information that Loyola has determined to be not harmful to you if released to Third Parties. This is known as directory information.

You have the right to control the release of your directory.

At Loyola, your directory information is your:
- Name
- Address(es)
- Telephone Number(s)
- e-mail Address(es)
- Photograph
- Major and Minor field(s) of study, including the college, division, department, institute or program in which you are enrolled.
- Dates of attendance
- Grade Level (such as freshman, sophomore, junior, senior, graduate level)
- Enrollment status (undergraduate or graduate, full time, part time)
- Date of graduation
- Degree(s) Received
- Honors or Awards Received, including selection to a Dean's List or Honorary Organization
- Participation in officially recognized activities and sports
- Weight and height where the student is a member of athletic teams

Find out more about FERPA by going to: www.luc.edu/FERPA

Parent/Guest Access

Your financial information is never considered directory information.

If it is necessary for someone other than yourself to manage your student account, you can use LOCUS to grant that person access to do so through "**Parent/Guest Access**".

Through Parent/Guest Access, you create a unique ID and password for the individual to sign in and pay your bill, work with financial aid, and more.

This access does not give the individual the ability to view your academic work, however, you can grant permission for Loyola to discuss that information with a specific Third Party.

To Grant Parent/Guest Access:
1.) From your Student Homepage, click on the "Profile" tile and then Select the Parent/Guest Access from the navigation menu.

<table>
<tr><th>Tile Name</th><th>Tile Navigations</th></tr>
<tr><td>

Profile

</td><td>

 Parent/Guest Access

</td></tr>
</table>
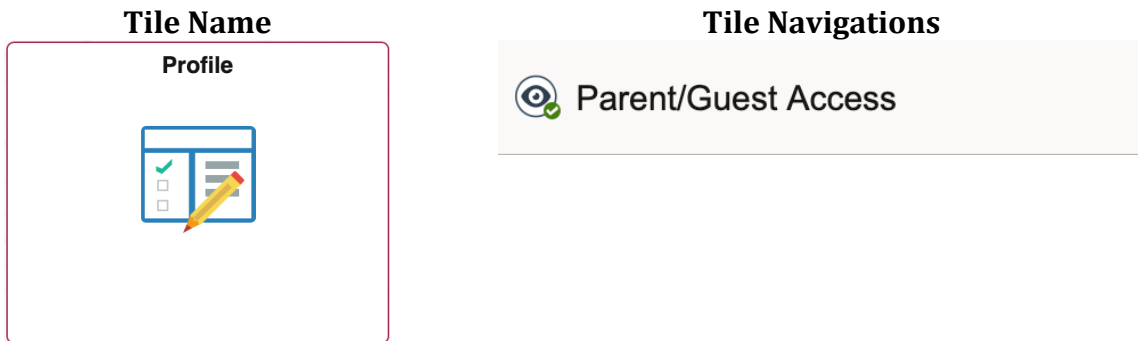
2.) Click on the [Add Parent/Guest] Button

Profile

Parent/Guest Access

Please use the form below to set up and maintain your Parent Guest Access Permissions. For more information about Parent Guest Access, visit https://www.luc.edu/bursar/parent_access.shtml

	Parent/Guest Userid	Relation	Name	Update	Delete
1			,	Update	Delete

1-1 of 1 | View All

Add Parent/Guest

3.) Decide Whether or Not You Want to Grant Consent

Consent

"You must click the 'I Accept' button to add a Parent/Guest user. If you click 'I Decline', you will not be able to add a Parent/Guest user."

In compliance with the Family Educational Rights and Privacy Act of 1974, as amended, your education records at Loyola University of Chicago, which include your student account information, may not be released to any third party (including your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized Parent/Guest payer, you are giving written permission for that individual to make online payments on your behalf and to view your online statements, payment information, and any other information relating to your student account. In addition, you are giving written permission for the employees and staff of the Office of the Bursar of Loyola University of Chicago to provide information and/or explanations related to your student account to any authorized Parent/Guest payer. The written permission you are providing by creating an authorized Parent/Guest payer will remain in effect until you inform the Office of the Bursar, in a dated written request signed by you, that you wish to discontinue the authorized

○ **I Accept**   ○ **I Decline**

Note: If you click Decline you will get the following message:

You have to accept the consent to proceed. (20000,25)

OK

4.) If you click Accept, you will move to the following page:

Parent/Guest Access

Maintain Parent/Guest User

Parent/Guest Id	NEXT
*Last Name	
*First Name	
Email ID	
(You are responsible for the validity of an e-mail address)	
Relation	
Password	
(minimum 6 characters with 2 numerics)	
Confirm Password	

Status   Active

Grant Access To

☐ View my Account Summary
☐ View my Financial Aid
☐ View my e-Bill
☐ View 1098T
☐ Discuss Academic Record
☐ View & Create Payment Plan
☐ Waive/Fast Track Student Health Insurance

Return after Save

Save

On this page you will fill in the required information:
Last Name, First Name, Email ID, Relation, enter a secure password and select the options you want to grant your parent or guardian access to.

5.) Click **Save**

6.) Then Click on the Return after Save link
   You will be taken back to a page where you will see the row of the parent guest account you just added.

7.) You can Update or Delete the Parent Guest account at any time.

Parent/Guest Access

Parent/Guest Access
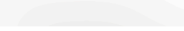
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|< < 1-1 of 1 ⬍ > >| | View All

	Parent/Guest Userid	Relation	Name	Update	Delete
1		Other		Update	Delete

Add Parent/Guest

FERPA, Parent Guest Access, and Privacy Settings

Privacy Settings

Before restricting the release of your directory information, be sure to understand the consequences of doing so.

A prime example is that if a potential employer calls, Loyola will deny that you have attended classes unless you provide written permission for each employer.

If, after careful consideration, you wish to restrict the release of your directory information:
    1.) Click the "Profile" Tile and go to the "FEPRA Restrictions" menu option.

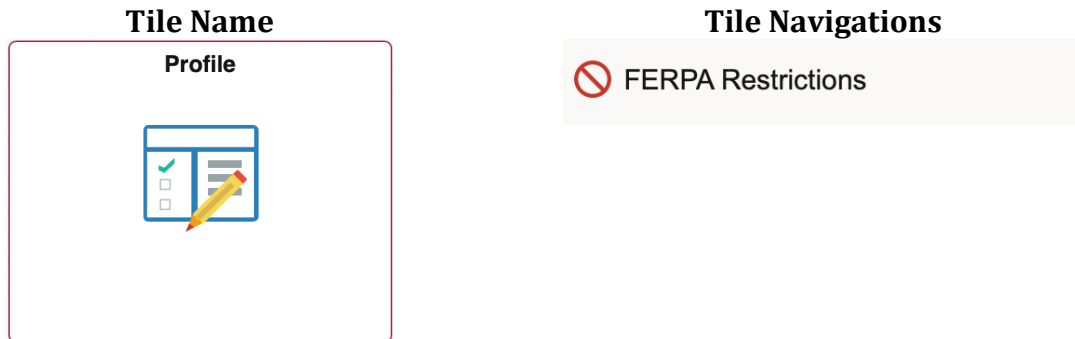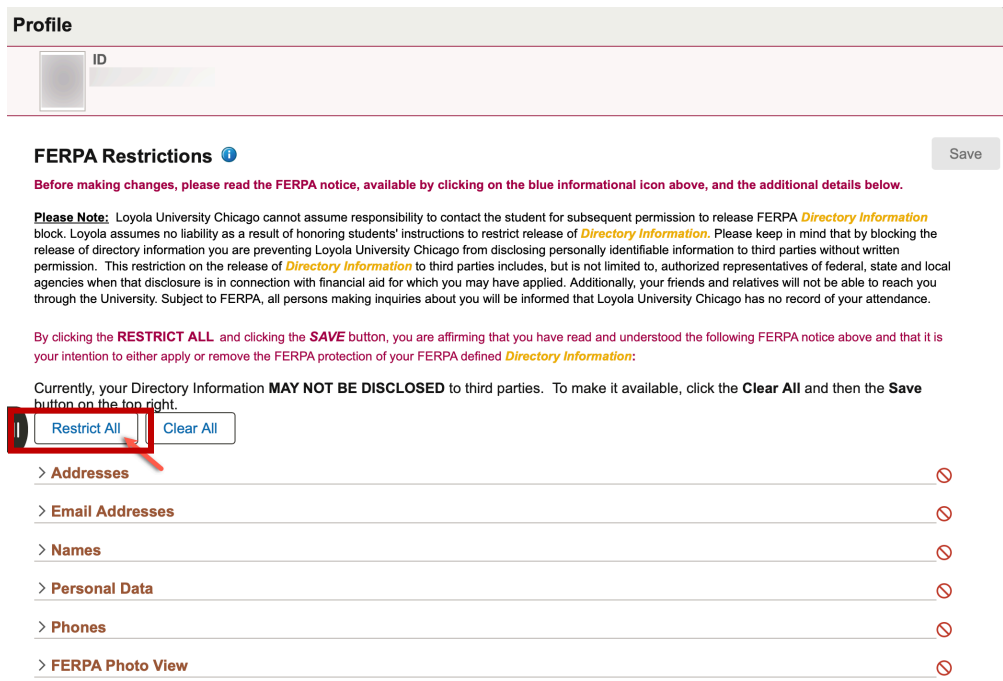| **Tile Name**	**Tile Navigations**
Profile	🚫 FERPA Restrictions

    2.) Carefully read the screen and then click the `Restrict All` button.

Profile

ID

FERPA Restrictions ⓘ   Save

Before making changes, please read the FERPA notice, available by clicking on the blue informational icon above, and the additional details below.

Please Note: Loyola University Chicago cannot assume responsibility to contact the student for subsequent permission to release FERPA *Directory Information* block. Loyola assumes no liability as a result of honoring students' instructions to restrict release of *Directory Information.* Please keep in mind that by blocking the release of directory information you are preventing Loyola University Chicago from disclosing personally identifiable information to third parties without written permission. This restriction on the release of *Directory Information* to third parties includes, but is not limited to, authorized representatives of federal, state and local agencies when that disclosure is in connection with financial aid for which you may have applied. Additionally, your friends and relatives will not be able to reach you through the University. Subject to FERPA, all persons making inquiries about you will be informed that Loyola University Chicago has no record of your attendance.

By clicking the **RESTRICT ALL** and clicking the *SAVE* button, you are affirming that you have read and understood the following FERPA notice above and that it is your intention to either apply or remove the FERPA protection of your FERPA defined *Directory Information*:

Currently, your Directory Information **MAY NOT BE DISCLOSED** to third parties. To make it available, click the **Clear All** and then the **Save** button on the top right.

| Restrict All | Clear All |

> Addresses   🚫
> Email Addresses   🚫
> Names   🚫
> Personal Data   🚫
> Phones   🚫
> FERPA Photo View   🚫

    3.) Click **Save**