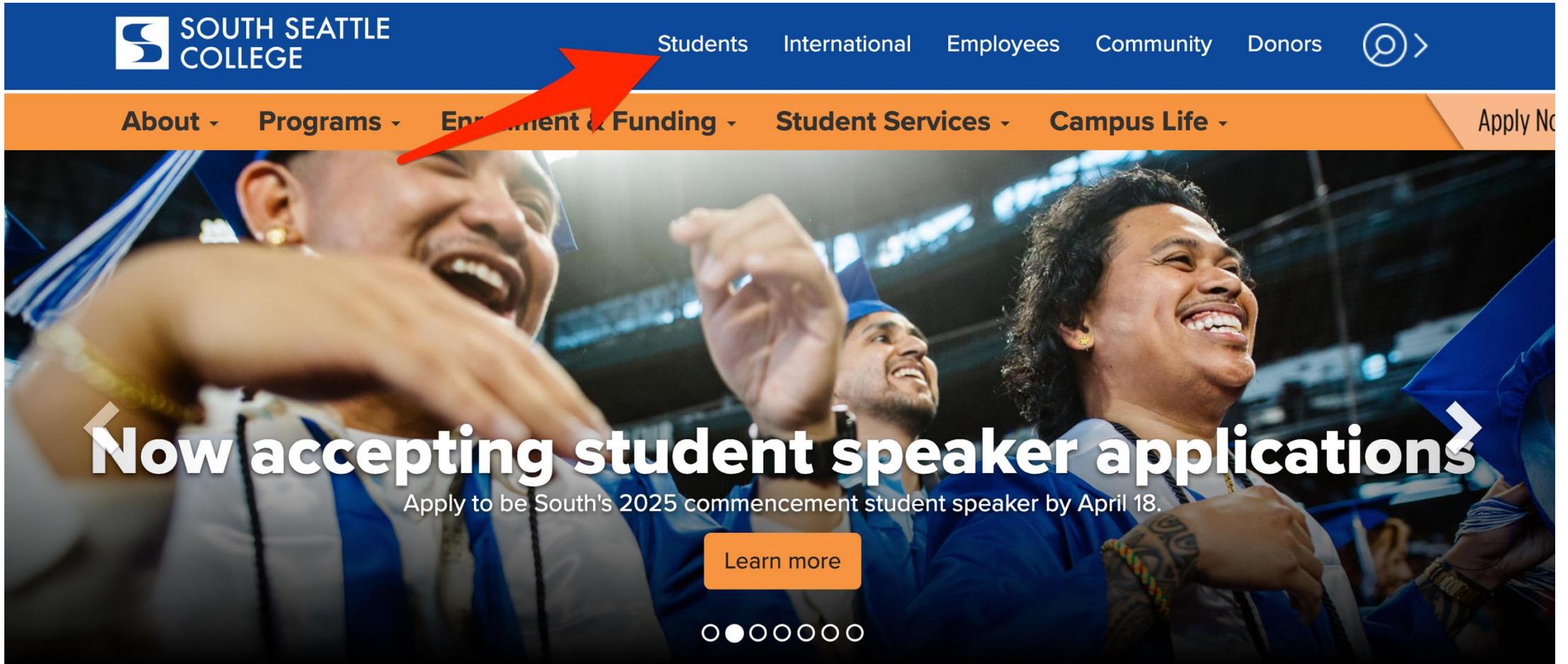




SEATTLE COLLEGES

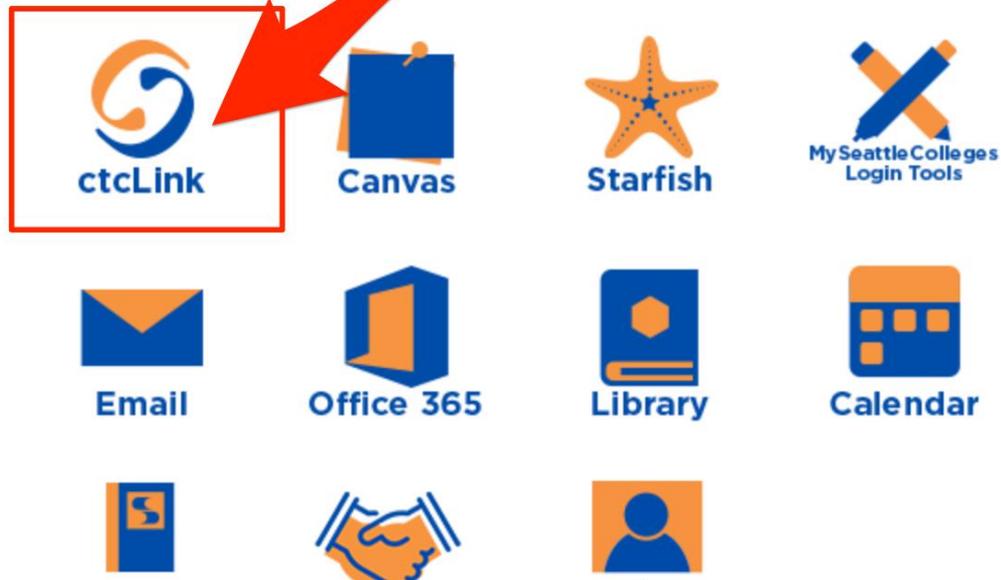
North • Central • South

FERPA Block: Update Privacy Restrictions



Step 1: Open a browser and go to your campus website.
Click on **Students**.

Students



A grid of icons for student services. The 'ctcLink' icon is highlighted with a red box and a red arrow pointing to it. The icons include: ctcLink, Canvas, Starfish, My Seattle Colleges Login Tools, Email, Office 365, Library, Calendar, and a person icon.

Latest from South Seattle College



South Seattle College Students Advocate for Change in Olympi...



Order's Up! South Seattle College Culinary Students Gain Exp...

Step 2: Click the ctcLink icon.



**Washington State Community and
Technical Colleges**

ctcLink ID

Password

Keep me signed in

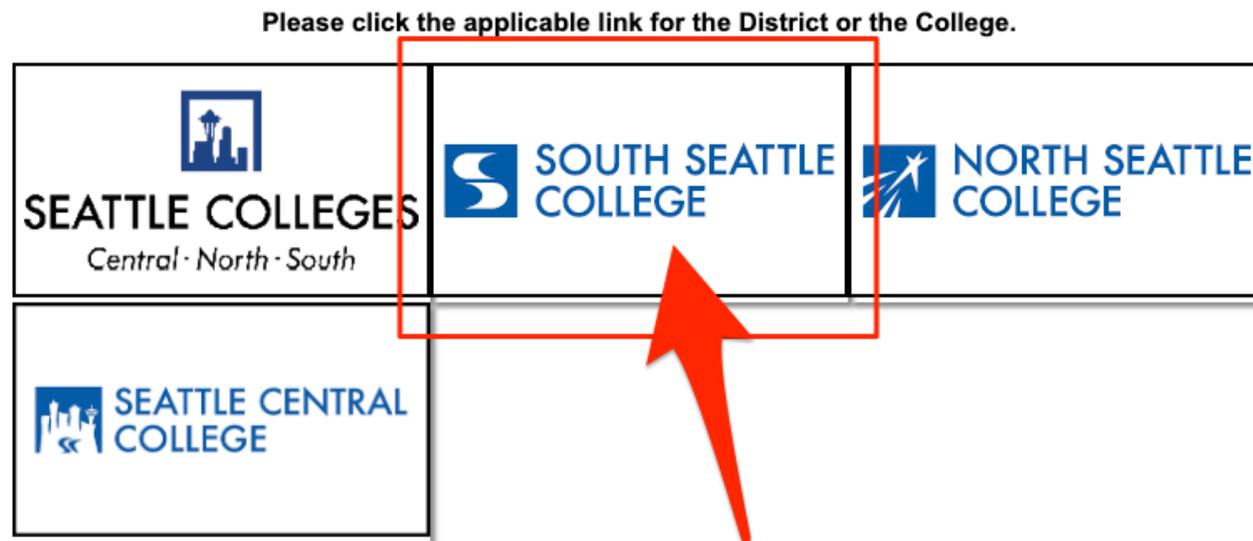
Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

Step 3: Enter your ctcLink ID and password. Then click **Sign In**.



If you are, or have been, a student at more than one Washington state community college, click the college you want to log in to.

Step 4: If you have only been admitted to, or attend, one college, you will not see this page. Go to the next step.



Canvas

Student Homepage



Your Gateway to ctcLink

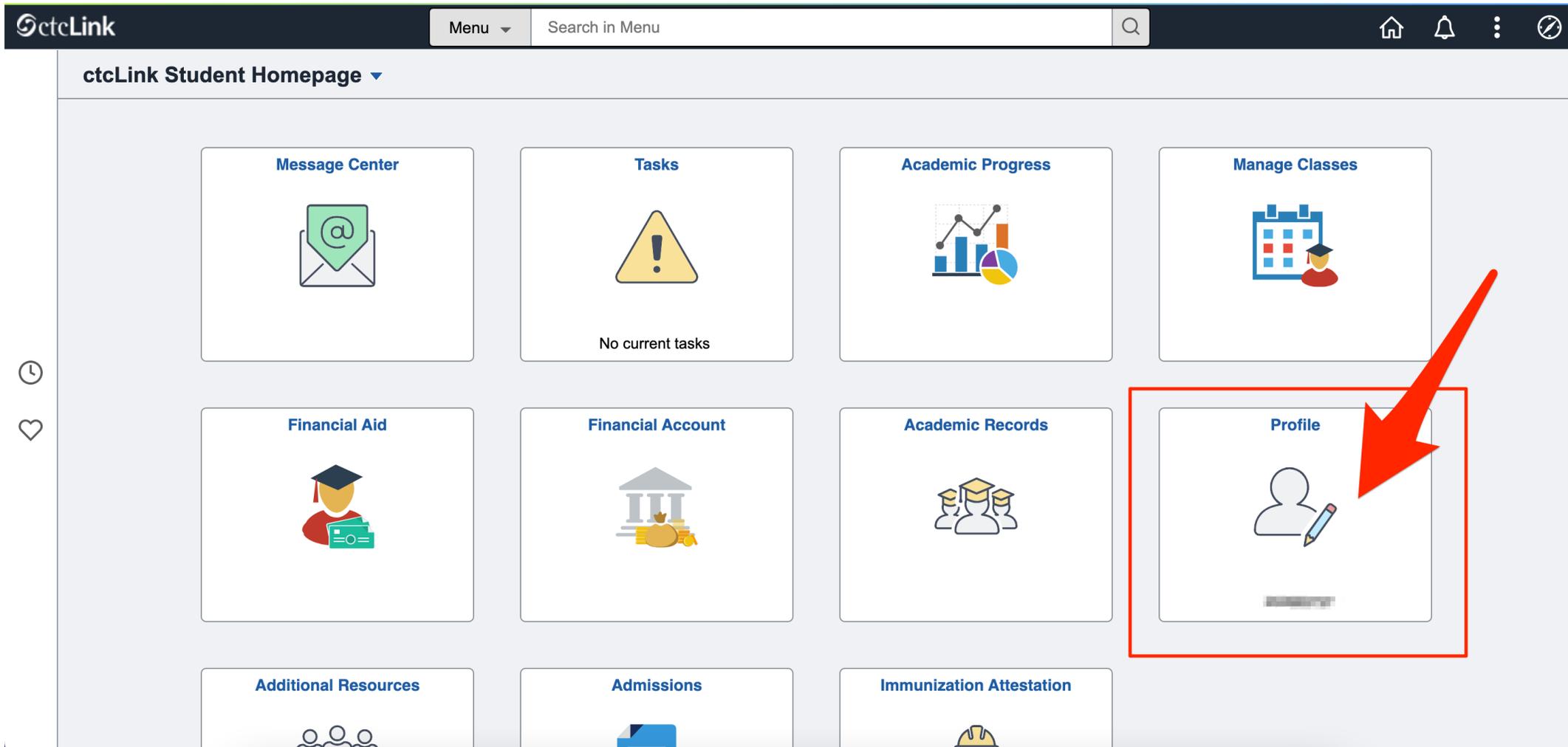
Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

How do I...?

If you need to know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.

Step 5: Click on Student Homepage.



Step 6: Click on Profile.

ctcLink Student Homepage Profile Home Search Notifications

ID [REDACTED]

Personal Details Personal Biographic

Contact Details

Addresses

Emergency Contacts

Ethnicity

Privacy Restrictions

Personal Details

Date of Birth [REDACTED]

Gender [REDACTED]

Social Security Number *****XXXX

Names

+

Name	Type
[REDACTED]	Primary >

Step 7: Click Privacy Restrictions.

← | 🕒 | ❤️ | 👤

🔍 Search in Menu

Profile

ID
[REDACTED]

- Personal Details
- Contact Details
- Addresses
- Emergency Contacts
- Ethnicity
- Privacy Restrictions**

Privacy Restrictions

[Explain](#)

> FERPA Block

@ Contact Details

✉ Addresses

📞 Emergency Contacts

Explain

▼ FERPA Block

Description	Restricted
Restrict All Data	✓

FERPA Self Service Explanation

When you go to college, your college maintains a record of information like your name, major, and degrees or certificates earned. This is called "directory information", and it's regulated by a federal law called the Family Education Rights and Privacy Act, or FERPA. Under this law, directory information may be made public without your explicit permission because it's generally not considered harmful or an invasion of privacy. That's how colleges, for example, can print your name in a graduation program or, if you're an athlete, a sports roster.

The Washington state community and technical college system, following FERPA, defines directory information as: your name, colleges where you enrolled, major field of study, whether you're a full-time or part-time student, dates you attended, participation in officially recognized sports, degrees or certificates earned, and honors earned. If you would like to block any release of your directory information, please click "Restrict All" below.

OK

Step 8: For an explanation of FERPA and what a FERPA Block means, click *Explain* and read the informational pop-up page. Click **OK** when you're done.

Impacts of FERPA Block

Before applying the FERPA Block on your account, know that it will restrict:

- The information Enrollment Services can provide to you, as the student, via phone or email. You may have to come to the college with valid identification to acquire any academic information for your account.
- Degree and enrollment verification to employers.
- Your name and degree from being published in a program or in a press release without the written consent of the student.

Please contact the Enrollment Services office with questions or concerns about applying the FERPA block on your account.

Students who want to give permission for the college to share information with a third party, such as a parent or guardian or another college, must submit a FERPA release form to each they attend.

ctcLink Student Homepage Profile

ID

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

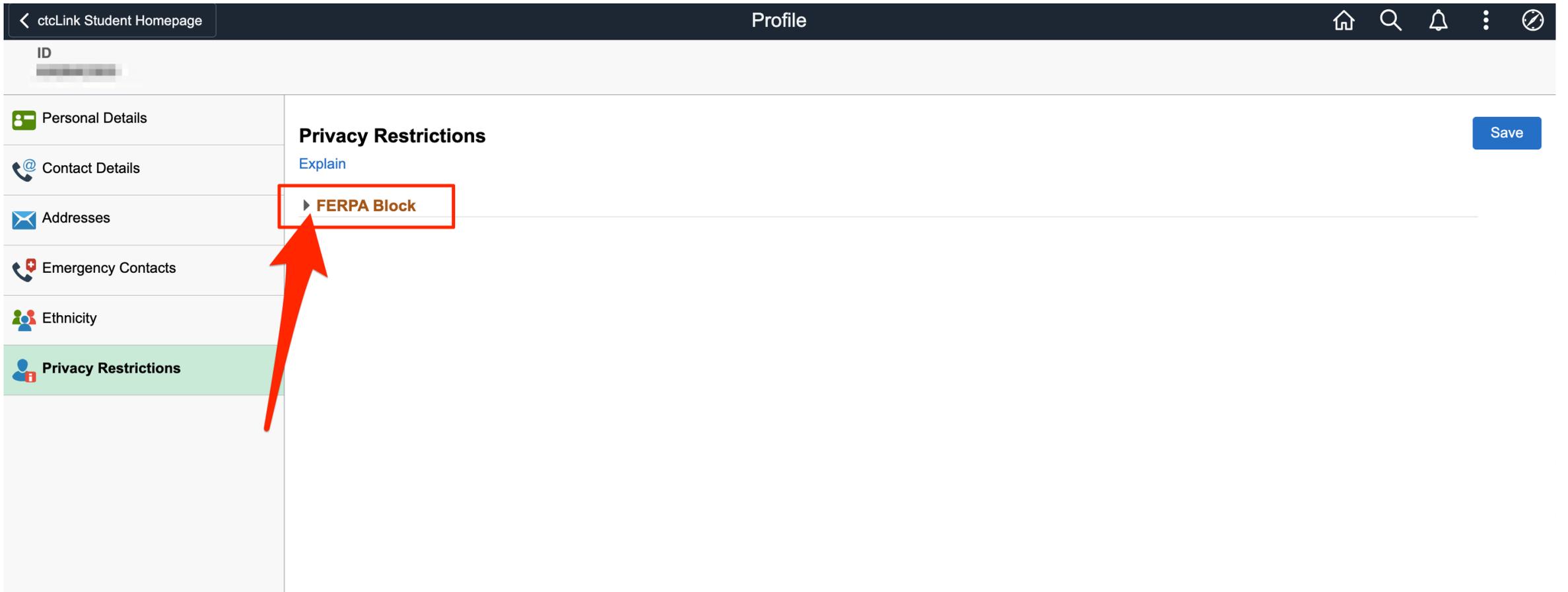
Privacy Restrictions

Privacy Restrictions

[Explain](#)

▶ FERPA Block

[Save](#)



Step 9: To restrict your information, click **FERPA Block**.

ID

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

Privacy Restrictions

Privacy Restrictions

Save

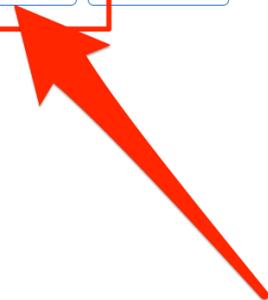
[Explain](#)

▼ FERPA Block

Description	Restricted
Restrict All Data	

Restrict All

Clear All



Step 10: Click Restrict All.

Profile

ID

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

Privacy Restrictions

Privacy Restrictions

[Explain](#)

▼ FERPA Block

Description

Restricted

Restrict All Data

Restrict All Clear All

Save

Step 11: Confirm that you see check mark under *Restricted*. Then, click *Save*.

Profile

ID

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

Privacy Restrictions

Privacy Restrictions

[Explain](#)

▼ **FERPA Block**

Description	Restricted
Restrict All Data	✓

[Restrict All](#) [Clear All](#)

[Save](#)

Done! The changes have been saved.

Step 12: To change the restriction, click **Clear All** and save your update.