

Restrict or Release Directory Information Student Instructions

- Login to Access.SMU at <https://access.smu.edu>
- Enter your User ID (SMU ID) and Password and click “Sign In”
- Click on the “Student Center” link in the Student Self Service box
- Scroll down to the “Personal Information” section and click on the “Directory Restrictions” link

Please note that only students with at least one term of enrollment will be able to restrict their directory information items.

To apply Full Directory Restriction:

If you wish to restrict the release of all your directory information items then:

- Click the “Restrict All Fields” button
 - Verify that all the boxes have been checked
- If you choose to restrict the release of your name to the Publications (Commencement Brochure, the Honor Roll List, or the Honors Convocation Brochure), then also check the Publication Data box. If not, PLEASE leave the Publication Data box unchecked.
- Click the “Save” button
- A customized page appears after the Save and displays all directory item restrictions (and publications, if selected)

To apply Partial Directory Restriction:

If you choose to restrict specific items of your directory information then:

- Identify which specific directory item(s) you want to restrict.
Below are the Directory Information Items categories that students have the option to restrict:
 1. Address: Home and/or Mailing
 2. Email: Campus
 3. Phone: Home and/or Mailing
 4. Participation Data: all or none
 5. Enrollment Data: All or none
 - Publications (Commencement Brochure, the Honor Roll List, or the Honors Convocation Brochure): All or none
Note: The Publication Data box will only appear on the FERPA Quick Entry page if you chose to restrict your Enrollment data.
- Check the box next to each directory item that you choose to restrict
- If you choose to restrict the release of your name to the Publications (Commencement Brochure, the Honor Roll List, or the Honors Convocation Brochure), then also check the Publications Data box. If not, PLEASE leave the Publication Data box unchecked.

- Click the “Save” button
- A customized page appears after the Save and displays only the selected directory items restricted (and publications if selected)

To release your directory restrictions:

If you choose to release your entire directory information items, then:

- Click the “Release all Restrictions” button at the top of the page
 - Verify that all the boxes have been unchecked
- Click the “Save” button
- A customized page appears after the Save and displays the following message “**No directory restrictions currently selected**”.

If you choose to release some of your already restricted directory information, then:

- Identify which specific directory items you want to release
- Uncheck the box next to that directory item

Note: If you have previously checked the Enrollment and Publications boxes and are now releasing your Enrollment information, then please note that the Publication Data restriction will be automatically removed as the “Publications” box disappears from the screen.

- Click the “Save” button
- A customized page appears after the Save and displays only the directory items that are still restricted (including publications)