

# Using the Contact and Privacy Info Wizard

## On this page

### Review Info

|               |                       |
|---------------|-----------------------|
| Process Owner |                       |
| Status        | DRAFT                 |
| Last Reviewed | January 2016          |
| Last Edited   |                       |
| Notes         |                       |
| Template      | BPL Procedure v.1.0.1 |

## Overview

The Contact and Privacy Info app has a Wizard mode that is used to guide students through a process of updating their information.

## Instructions

The wizard mode of the contact and privacy info app is a special mode that guides students through a process of updating and verifying their information. There are also extra screens and forms available in this wizard that are not usually available in this app.

As students progress through the wizard, they will see a bar at the top letting them know what step they are on. If the page requires their attention, like checking the box at the bottom, the "action required" label will appear. They will also be prevented from progressing past this tab until all steps on this page are completed. The mobile version of these pages does not have the progress bar, but will indicate what step the student is on and will also display the action required label. Note: all other screenshots in this guide also have an "employee addresses" tab, which will appear if the student is also an employee.



At the bottom of the page, students will have to check a box at the bottom to verify that the information is correct. This ensures that they have viewed the entire contents of the page.

A yellow verification bar at the bottom of the page. It contains a 'Previous Step' button, a 'Next Step' button, and a checked checkbox with the text 'The information on this page is correct'.



**Student Addresses - Click [HERE](#)**



**Emergency Contact - Click [HERE](#)**



**Text Notifications - Click [HERE](#)**



**Privacy - Click [HERE](#)**



**More Info - Click [HERE](#)**



**FAQs - Click [HERE](#)**

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## Student Addresses

Students will first be asked to validate their existing local and permanent addresses. They will have to check a box at the bottom to verify that the information is correct. They can also make changes and click the save button, just like normal.

Contact and Privacy Info Home Student Info View As

Please review your information... We need you to take a minute to review your information to ensure that it's accurate. You must take action at the bottom of each page to mark it as valid.

Student Addresses **Action Required** Employee Addresses Emergency Contact Text Notifications Privacy More Info

Note: Changes to the diploma mailing address are not made here. If you have submitted an application for graduation and wish to change your diploma mailing address, you must make the request in writing to the Registrar's Office or by email to [graduation@uwf.edu](mailto:graduation@uwf.edu).

**Local Address**

This is your address while you're at school. It must be a valid street address (not a P.O. Box).

Address Line 1

Address Line 2

Address Line 3

City, State, and ZIP Pensacola Florida 32514-1420

Nation United States

Phone Number 850

Save Copy to Permanent

## Emergency Contact

The emergency contact section allows students to update their emergency contact information.

Contact and Privacy Info Home Student Info View As

Please review your information... We need you to take a minute to review your information to ensure that it's accurate. You must take action at the bottom of each page to mark it as valid.

Student Addresses Employee Addresses **Emergency Contact Action Required** Text Notifications Privacy More Info

**Emergency Contact**

First Name

Middle Name

Last Name

Relationship Spouse

Address Line 1

Address Line 2

Address Line 3

City, State, and ZIP Pensacola Florida 32514-1420

Nation United States

Phone Number 850

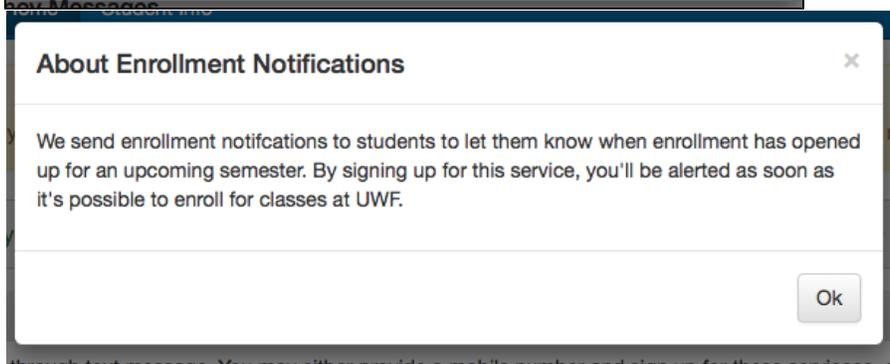
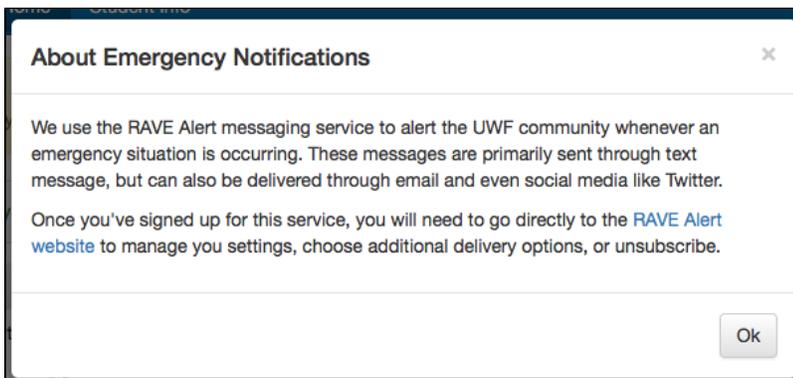
Save

Previous Step Next Step  The information on this page is correct

## Text Notifications

This section allows students to sign up for various text message notifications. If they are not enrolled for RAVE emergency alerts they will be required to make a decision to sign up or opt out. Once they have signed up for emergency notifications, they will be shown the primary number they registered with, and then directed to the RAVE website for further changes. They also are given an opportunity to sign up for enrollment notifications.

A brief description of each notification type is shown, but a user can click "Learn More" to read about each one.



## Privacy

★ All students' educational records are automatically protected by the Family Educational Rights and Privacy Act (FERPA). Universities have the right to release a student's directory information to outside entities, but only if the request meets the statute's requirement that the requesting party have a **legitimate educational interest** in those specific records. See below for more details.

★ Students are highly encouraged to understand how the **Family Educational Rights and Privacy Act (FERPA)** affects them.

On this page, students are shown their directory information and are given a chance to request privacy. There is also a section that lets them indicate a third party to which information (academic, financial, etc.) may be released, including parents. Students are required to authenticate their identity when interacting with UWF employees, whether in-person, over the telephone, or via Email. (Employees should see [Authenticating a Student's Identity](#))

- **Student Preferred First Name**
  - Students now have the option to select a preferred first name in the UWF system. Please see the [Adding a Preferred First Name](#) for guidelines, details and FAQs.
- **Photo Privacy Settings**
  - Students can give permission for their photo to be displayed in the campus directory
- **Directory Information**
  - UWF may publish and release the [directory information](#) of a student unless the student elects to "opt out" and prevent the release of this information to the general public. The "opt-out" restriction you place on your record while a student will remain in place indefinitely until revoked by your request. **Additionally, your name will not appear or be released in university publications including campus directories, honors recognitions, publications, graduation lists, in the commencement program at graduation**, or in response to public records requests. Alumni or former students no longer in attendance must contact the [Office of the Registrar](#) to change the release of Directory Information.
  - **What is Directory Information?**
    - Name (legal and preferred);
    - Address (local and permanent);
    - Enrollment Status (e.g. undergraduate or graduate, full-time or part-time);
    - University assigned E-mail Address;
    - Current Telephone number (local and permanent);
    - Major field of study;
    - Participation in officially recognized activities and sports, including the birthdate, place of birth, weight and height of members of University athletic teams;
    - Dates of attendance at UWF;
    - Degree(s) earned at UWF;
    - University recognized Degrees, Certificates, Thesis/Dissertation Titles, Awards and Honors received (including Dean's List and President's List);
    - Grade classification (Freshman, Sophomore, Junior, Senior or Graduate Student);
    - Most recent previous educational agency or institution attended.
- **Full Confidentiality Hold**
  - In rare cases, a student may need additional privacy protection that is not covered in suppressing their directory information. If a student elects to have the Registrar's Office place a Full Confidentiality Hold on their record, it means that all conversations about your educational record must be conducted in person or via your UWF email account. [Skype](#) is acceptable as in "in person" option. **We cannot discuss your record with you (or anyone you designate) over the phone, fax, regular mail, or any email address other than your official UWF email account.** In this section, if the student elects this option, they will click the red "Request Full Confidentiality" button. A warning box will appear. The student will read this and then click "OK" to send the request or "Cancel" to terminate the request. If the student clicks OK, this sends your request electronically to the Registrar Office staff who will explain the ramifications and verify with the student that this is how they wish to proceed.
  - **What does this mean? Your entire educational record will be suppressed** (this includes the Directory Information listed above). It also **greatly limits UWF employees' ability to communicate with the student** - see previous bullet point.
- **Release of Student Information**
  - Students may indicate a third party to which information (academic/financial, etc.) may be released, including parents. Please note that if a student elects to place a Full Confidentiality Hold on their educational records, any third party to which the student authorizes their information released will have to conduct their communications with UWF employees in person.

UWF | Contact and Privacy Info | Home

Student Addresses | Employee Addresses | Emergency Contact | Text Notifications | **Privacy**

### Student Preferred First Name

A preferred name is a name other than your legal first name that you would like to be used on UWF correspondence.  
*Note: UWF employees should contact HR if they wish to change their preferred name.*

Preferred First Name

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### Photo Privacy Settings

Do we have your permission to show your photo in the campus directory?

Show Photo  Enabled




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### Directory Information

UWF may publish and release the directory information of a student unless the student elects to "opt out" and prevent the release of this information to the general public. The "opt-out" restriction you place on your record while a student will remain in place indefinitely until revoked by your request. Additionally, your name will not appear or be released in university publications including campus directories, honors recognitions, publications, graduation lists, in the commencement program at graduation, or in response to public records requests. Alumni or former students no longer in attendance must contact the Office of the Registrar to change the release of Directory Information.

Withhold Directory Information  Enabled

**Directory Information**

Full Name  
 Official Email  
 Student Status  
 Enrolled in Curr Term  
 Registered in Curr Te...  
 Last Term Attended

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### Full Confidentiality Hold

You may "opt-out" and prevent the release of your directory information to the general public by adding the check mark in the Privacy box. By doing so, you will not be able to discuss any part of your educational record with UWF staff remotely (telephone, email, FAX, or regular mail) but instead will have **elected to have all conversations about your educational record in person**. Your file will be "flagged" and an email will be sent to the Registrar's Office indicating your choice of this option. A staff member will then make contact with you to go through the policy to ensure that you understand your rights under FERPA and the results of choosing this option before the hold being placed on your record.

Keep in mind that by choosing this option, other areas related your student record may be affected. Some of these areas include but are not limited to, all future requests for Directory Information from non-institutional persons or organizations will be denied; degree or enrollment verifications for future employment through the National Student Clearinghouse will not be available, etc.

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### Release of Student Information

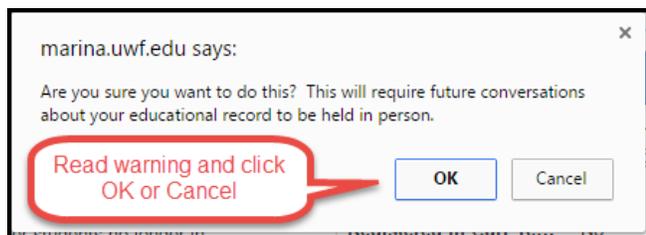
I authorize the University of West Florida to release/discuss my student academic records to the person(s) specified below. Information can be released on an individual basis when contacted by the authorized person(s). Records which may be released include, but are not limited to: Academic Records, Financial Aid, Military and Veteran Education Benefit information, Student Financial Account details, etc...

The above information may be released with my full consent and will require those that are granted access to verify information for access or provide photo identification (if in person) prior to the release of any student information. Medical or student life records may require additional or outside consent, please check with those offices for procedures or protocols around releasing information. I understand that this authorization remains in effect until I remove/revoke the names listed below.

**Information Release** Last updated on 01/07/2016 at 03:30 PM

Your information is currently released to the following list of people. You may remove these instructions or replace them with new ones.

Ex: John Doe, Father - Jane Doe, Mother



★ **Employees with proper access can view a student's privacy selections in the "Student Info" tab of the Contact and Privacy Info app.**

- If the student has elected to **withhold their directory information but does NOT want a full confidentiality hold placed, you will see "Withheld from directory" next to**

Privacy.

UWF | Contact and Privacy Info Home Student Info

### Student Info

Official Email  
Preferred Email  
External Email

If a student has elected to withhold their directory information but does NOT have a full confidentiality hold, you will see "Withheld from directory" next to Privacy

|                          |  |
|--------------------------|--|
| UWFID                    |  |
| Date of Birth            | May 01   |
| Student Status           | Active   |
| Privacy                  | Withheld from directory  |
| Enrolled in Curr Term    | No   |
| Registered in Curr Te... | No   |
| Special Population       | N/A  |
| Last Term Attended       | 201701   |
| Degrees Awarded          | Associate of Arts (AA)<br>Associate of Arts<br>Summer 1995           |
|                          | Bachelor of Arts (BA)<br>Interdisciplinary Humanities<br>Summer 2012 |

### Release of Information

#### Information Release

Last updated on 01/07/2016 at 03:30 PM

The student's information is currently released to the following list of people. You may remove these instructions or replace them with new ones.

Ex: John Doe, Father - Jane Doe, Mother

[Update](#) [Remove](#)

- If the student has elected to have a full confidentiality hold placed, you will see "Full Confidentiality" next to Privacy.

UWF | Contact and Privacy Info | Home | Student Info

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**Student Info**

Official Email  
Preferred Email  
External Email

UWFID  
Date of Birth May 01  
Student Status Active  
**Privacy Full Confidentiality**

Enrolled in Curr Term No  
Registered in Curr Te... No  
Special Population N/A  
Last Term Attended 201701  
Degrees Awarded Associate of Arts (AA)  
Associate of Arts  
Summer 1995

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Bachelor of Arts (BA)  
Interdisciplinary Humanities  
Summer 2012

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**Release of Information**

**Information Release**  
Last updated on 01/07/2016 at 03:30 PM

The student's information is currently released to the following list of people. You may remove these instructions or replace them with new ones.

Ex: John Doe, Father - Jane Doe, Mother

[Update](#) [Remove](#)

If a student has elected to have a full confidentiality hold placed, you will see "Full Confidentiality" next to Privacy

Privacy Full Confidentiality

## More Info

The more info section asks students a few more questions before finishing the wizard. This tab is only visible when the contact info app is in wizard mode. Note: if the student does not click the word "Finish" at the bottom of this page the wizard will not be considered complete.

### Future Enrollment

Students are asked to let us know if they plan on coming back the following semester. If they aren't enrolling, they see these suggestions and a form to let us know why not.

Contact and Privacy Info Home Student Info View As -

Please review your information... We need you to take a minute to review your information to ensure that it's accurate. You must take action at the bottom of each page to mark it as valid.

Student Addresses Employee Addresses Emergency Contact Text Notifications Privacy **More Info Action Required**

### Future Enrollment Plans

After this semester, do you plan to return to UWF? We'd love to hear any feedback on how we can help you succeed.

Are you returning to UWF after this semester?  Yes, I'll be coming back to UWF!  
 No, I won't be coming back.

Is there a reason why you won't be enrolling?  Graduating this semester  
 Transferring to another school  
 Financial problems  
 Academic problems  
 Personal Problems  
 Other (please let us know below)

Comments

Save

### Military Affiliation

Please let us know if you are affiliated with the military in one of these ways:

- active duty military
- veteran
- reservist
- national guard member
- spouse
- dependent child

I am affiliated with the military  Yes  
 No

Save

Previous Step Finish

## FAQs

✓ [How do I change my address if I am an inactive student and no longer have access to MyUWF?](#)

Please see [Activating your MyUWF/Argonet Account](#). Once your account is active, you can access the Contact and Privacy Information app.

✓ [Can I contact my advisor via Skype? Does this count as in person?](#)

Skype is acceptable as in "in person" option. As with all communications, identity authentication is required.

✓ [What is the difference between withholding Directory Information and placing a Full Confidentiality Hold on my record?](#)

**Withholding your Directory Information** prevents UWF from disclosing to the general public any information from student educational records which is designated as "directory information." See above [Privacy section](#).

**The Full Confidentiality Hold** is used only in rare circumstances. **Your entire educational record will be suppressed** (this includes the Directory Information listed above). But, in addition, all conversations about your educational record must be conducted in person or via your UWF email account. We cannot discuss your record with you (or anyone you designate) over the phone, fax, regular mail, or any email address other than your official UWF email account.

✓ [My daughter authorized me to discuss her educational records with UWF employees. She has now placed a Full Confidentiality Hold. Can UWF staff still communicate with me about her records via email?](#)

No. If your daughter has authorized us to discuss her records with you and she now has the Full Confidentiality Hold, all conversations about her educational record must be done in person.

## Previous/Next Steps

(Enter text here)

## Contributors

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