Using the Contact and Privacy Info Wizard

On this page

Process Owner	
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Notes	
Template	BPL Procedure v. 1.0.1

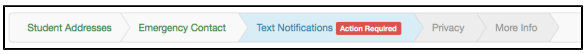
Overview

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.



Student Addresses - Click HERE

Emergency Contact - Click HERE

Text Notifications - Click HERE

Privacy - Click HERE

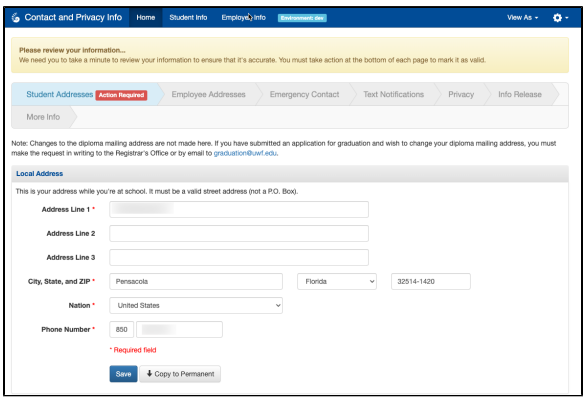
Information Release - Click HERE

More Info - Click HERE

FAQs - Click HERE

Student Addresses

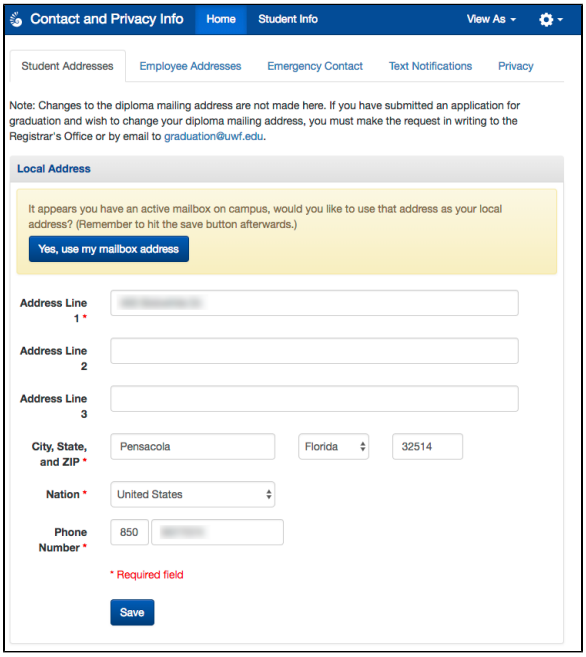
Students will first be asked to validate their existing local and permanent addresses. They will have to check a box at the bottom to verify that the information is correct. They can also make changes and click the save button, just like normal.



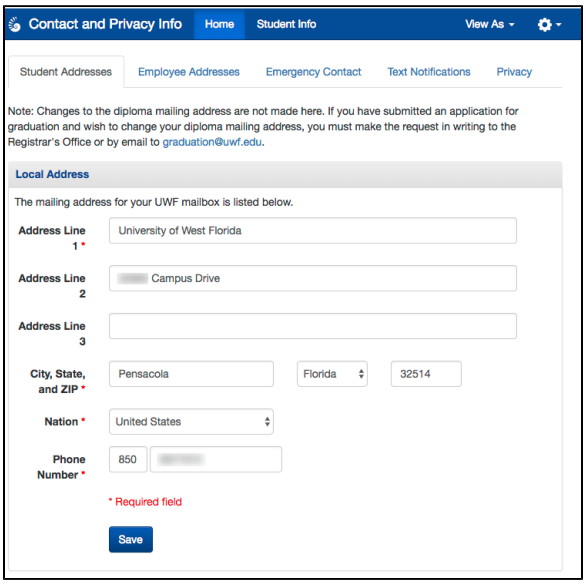
For on campus students

On campus students should use their campus mailbox as their local address, not their residence call. The contact info wizard will try to help with this.

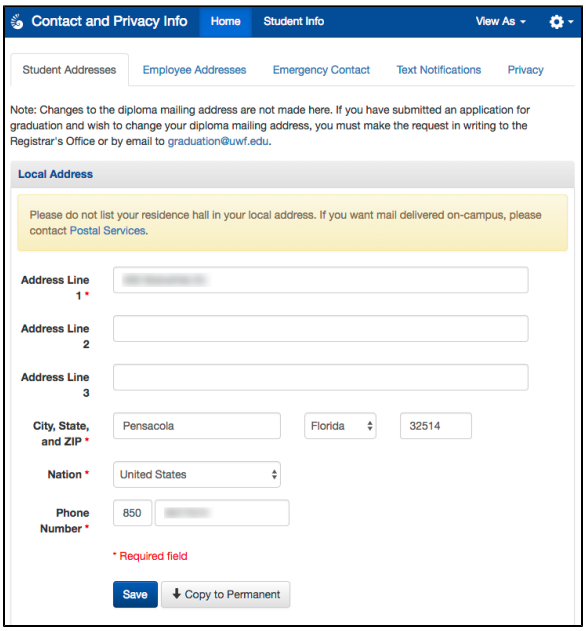
If you have a mailbox on campus, the app will suggest that you use that mailbox as your local address. If you click the "Yes, use my mailbox address" button, it will copy the address into the form for you. You will still have to hit the save button in order to save the address.



If you already have your local address saved in the box, the app will let you know this with a message that says "The mailing address for your UWF mailbox is listed below."

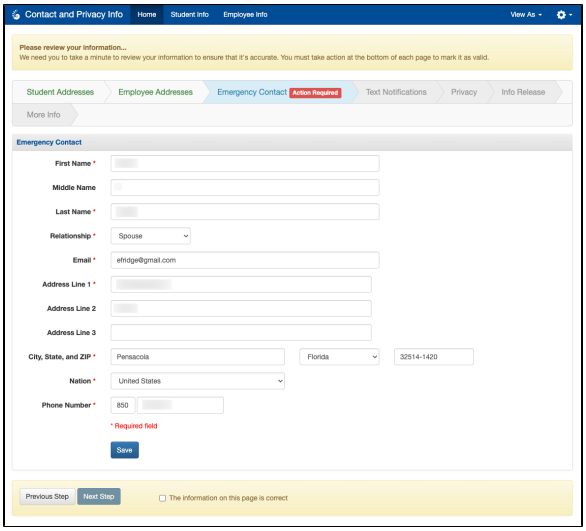


If you do not have a campus mailbox, but still live on campus, the app will suggest that you obtain a mailbox from Postal Services. It will also include a warning to not put the name of your residence hall on this form as your address, because mail and deliveries can not be delivered to residence halls.



Emergency Contact

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



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 enter a phone number for receiving text messages.

Please visit our separate page on setting up text notifications for more instructions on how to update your text notifications preferences.

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.

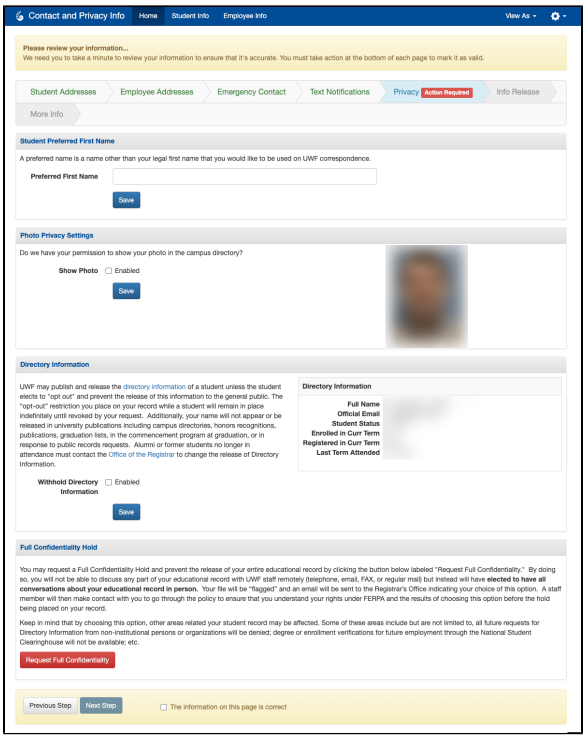
Students are highly encouraged to understand how the Family Educational Rights and Privacy Act (FERPA) affects them.

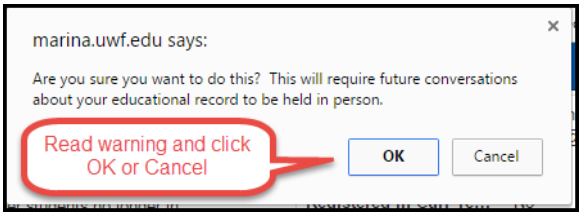
On this page, students are shown their directory information and are given a chance to request privacy. There is also a section that lets them indicate a third party to which information (academic, financial, etc.) may be released, including parents. Students are required to authenticate their identity 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. Pleas e 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. S kype is acceptable as an "in person" option. **We cannot discuss your record with you (or anyone you designate) over the phone, by texting your cell 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.

Text Messages

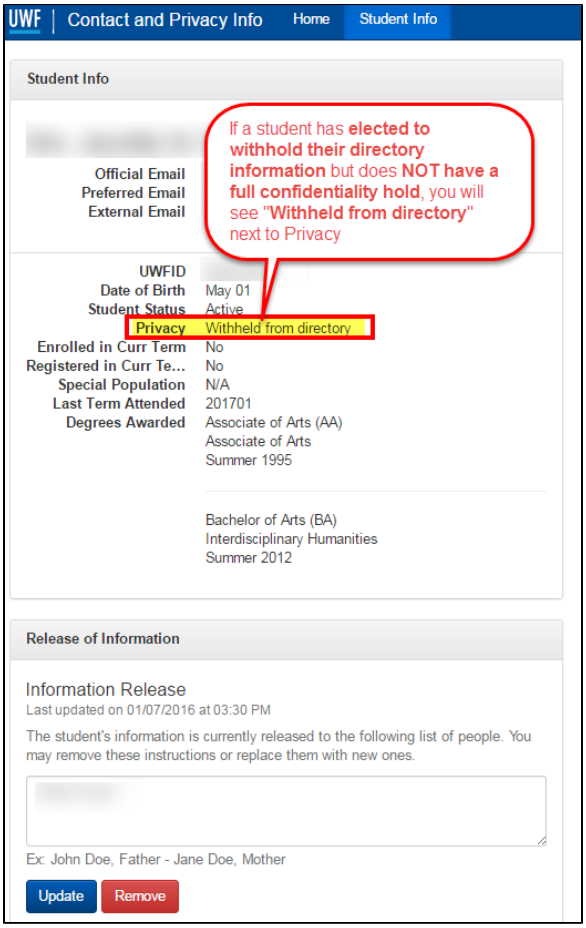
If you elect the Full Confidentiality Hold, you cannot sign up for Text Messages about academic issues, enrollment opportunities, appointment reminders, etc.



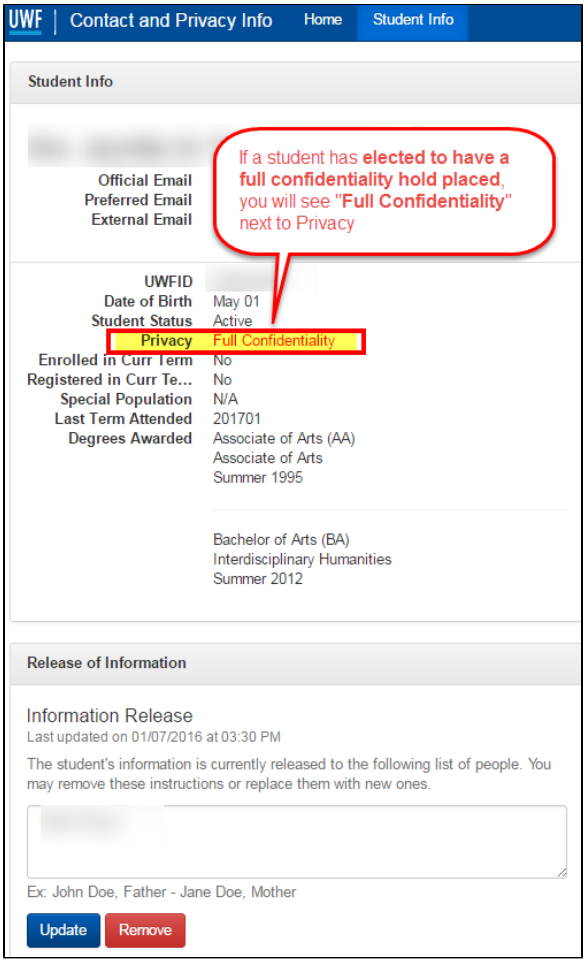


Employees with proper access can view a student's privacy selections in the "Student Info" tab of the Contact and Privacy Info app.

- 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**.



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



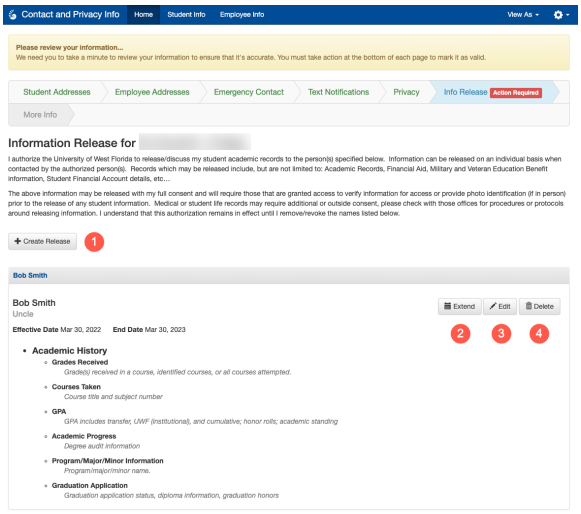
Release of Student Information

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.

Information releases can be created for individuals or entities to whom the student wants to release information. Releases can be created for up to one year at a time. When going through the contact and privacy info wizard, the student should examine their existing releases and extend their release dates if desired.

Here are some other key features on this page:

1. The Create Release button allows a student to create a new information release. They will be presented with checkboxes for all the kinds of information that can be released, and can also make notes for each of them.
2. Clicking the extend button will automatically extend an existing release for a year.
3. The edit button will allow a student to make changes to a release, including changing what is released, who it's released to, and the time-frame for the release.
4. An information release can also be deleted if the student no longer wishes to have this information release in effect.

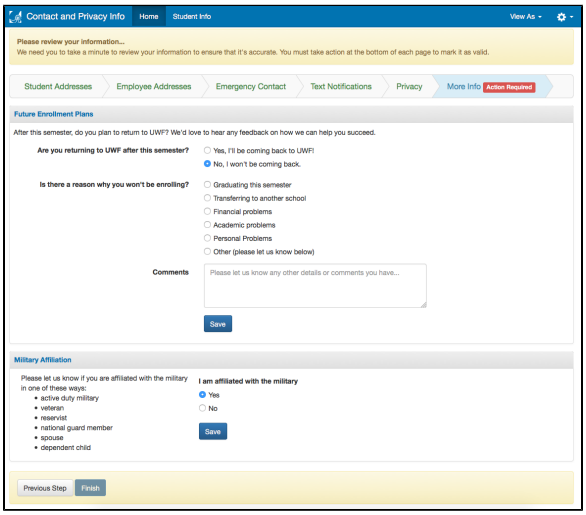


More Info

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.



FAQs

Please see Activating your MyUWF/Argonet Account. Once your account is active, you can access the Contact and Privacy Information app.
Skype is acceptable as in "in person" option. As with all communications, identity authentication is required.
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.
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.