View FERPA Information
Display the information that a student is willing or not willing for CUNY to release for publication.

Note: Parts of images may be obscured for security reasons.

<table>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
• Enter your Username and Password and click the Log In button.  
• From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Campus Community > Personal Information (Student) > Biographical (Student) > Student FERPA > Review FERPA Display. |
| 3.   | FERPA Display  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
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On the FERPA Display page, enter search criteria into any of the following fields: EmplID (CUNY ID), Academic Career, Last Name, and First Name.  

4.   | Click the Search button. |
| 5.   | In the Search Results list, click any link on the correct student’s row. |
6. **On the FERPA Additional Information** tab, view the directory information designated as releasable.

7. **On the FERPA Bio Demo** tab, view the name, ID (CUNY ID), DOB, birth location, gender, marital status, relationship to CUNY, and releasable name information.

8. **On the FERPA Addresses** tab, view the releasable address information.

9. **On the FERPA Phones** tab, view the releasable phone information.

10. **On the FERPA Email Addrs** tab, view the releasable email information.

11. **On the FERPA Activities** tab, view the releasable activities information.

12. **Click the Show following tabs** icon.

13. **On the FERPA Photo** tab, view releasable photos.

**End of Procedure.**