View FERPA Information
Under FERPA regulations, institutions can release directory information about a student, provided the student has reasonable opportunity to prohibit, in writing, the disclosure of such information.

When students exercise their rights under FERPA, they identify information that they do not want the institution to release. The FERPA control must be applied to identify this information and prohibit the release of restricted information across the college or school. Students have the option of permitting the college or school to release any of the restricted information to specific internal publications.

FERPA regulations define which items qualify as directory information; however, each college or school must identify and make known which items it plans to publish or share as directory information.

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

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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 Go icon.  
   - 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.  
   ![Find an Existing Value](image)  
   On the FERPA Display page, enter search criteria into any of the following fields: EmpID (CUNY ID), Academic Career, Last Name, and First Name.  
   Click the Search button. |
| 5.   | In the Search Results list, click any link on the correct advisee’s row. |
6. If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row.

7. On the FERPA Additional Information tab, view the directory information designated as releasable.

8. 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.

9. On the FERPA Addresses tab, view the releasable address information.

10. On the FERPA Phones tab, view the releasable phone information.

11. Click the Show following tabs icon.

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

13. On the FERPA Activities tab, view the releasable activities information.

14. On the FERPA Photo tab, view releasable photos.

End of Procedure.