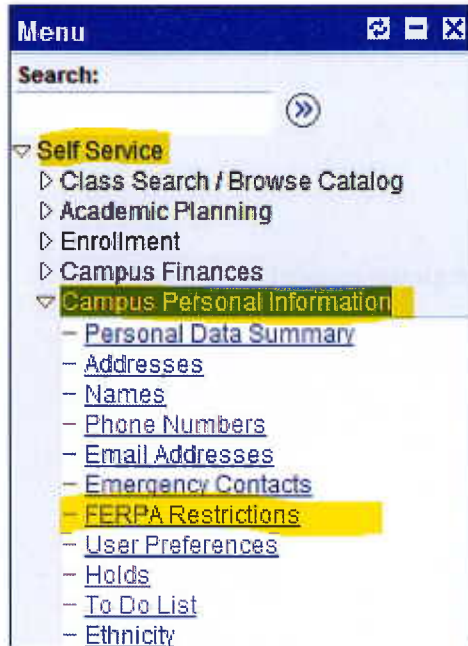


## How to restrict/release information for FERPA

- 1 – Log into your student self-service page at: <https://kctsaprd.mycmsc.com/psp/kctsaprd/?cmd=login>
- 2 – Locate “Menu” box to the left hand side
- 3 – Click on the arrow next to “Self Service”, then click on the arrow next to “Campus Personal Information”, and click “FERPA Restrictions”:



- 4 – Click “Edit FERPA/Directory Restrictions”

[EDIT FERPA/DIRECTORY RESTRICTIONS](#)

- 5 – Select what you would like to restrict or release and click save