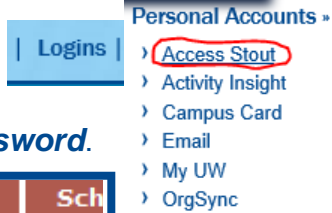


Suppress Your Personal Information

From the Home page of Stout's website go to the "Logins" tab at the top of the page to get to Access Stout. Then, Select "Access Stout" in the "Personal Accounts" category.

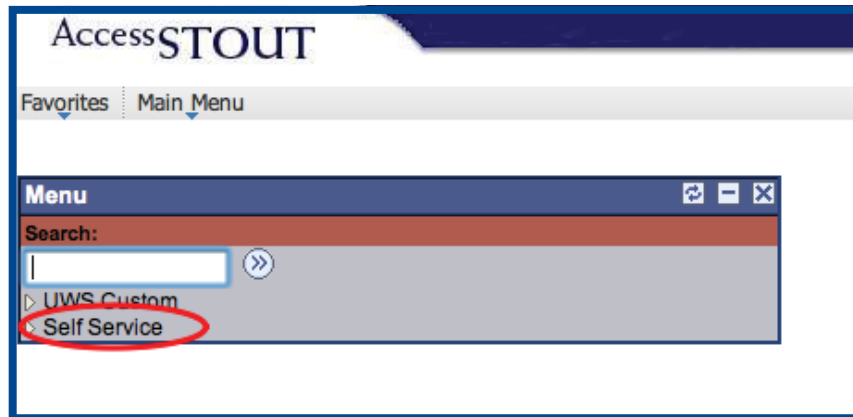


Log in to **Access Stout** with your **User ID** and **Password**.



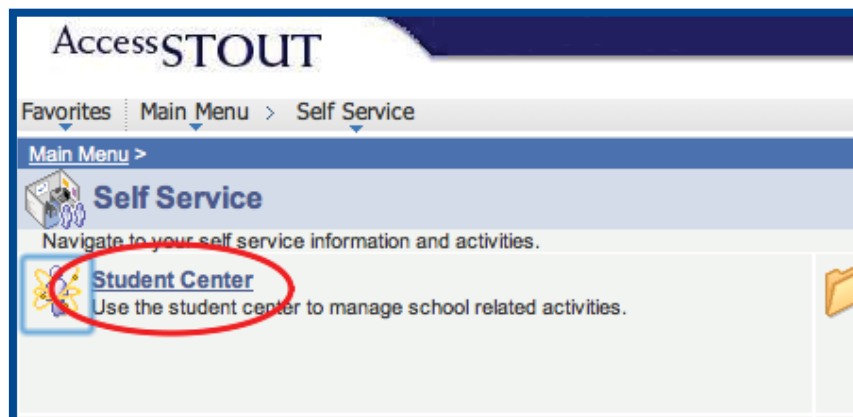
1
Login

Select **Self Service**.



2
Select
Self Service

Select **Student Center**.



3
Select
Student Center

Suppress Your Personal Information

4

Choose Privacy Settings

In the category **Personal Information** within the drop-down menu **other personal...** choose **Privacy Settings**.



5

Select Go

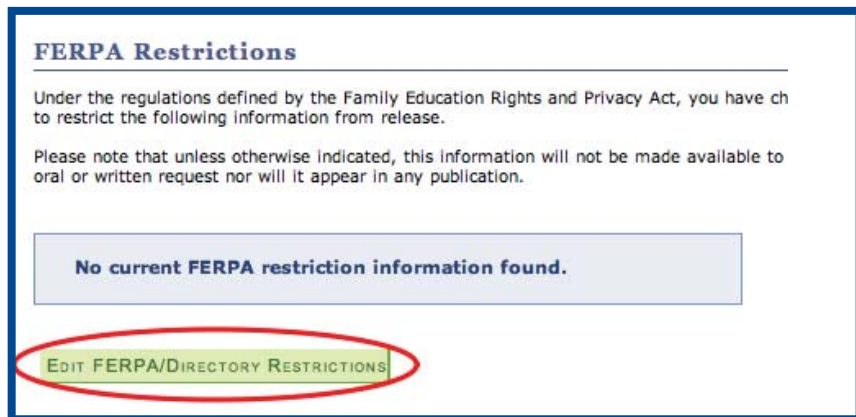
Select the blue circle (**Go**) to the right of the drop-down menu.



6

Select Edit FERPA Restrictions

Select **Edit FERPA/Directory Restrictions**.



Suppress Your Personal Information

7

Restrict or Release

To edit these settings, you can either use the buttons *restrict all fields* or *release all restrictions*.

FERPA Restrictions

Edit FERPA/Directory Restrictions

Under the Family Educational Rights and Privacy Act, you have the right to restrict the release of certain categories of information. To restrict information, check Restrict next to the description. To restrict all types of a certain category, click Restrict All for that category. To restrict all types of all categories, click Restrict All Fields at the top of the page.

Note that when you choose to restrict the release of information, that information will not be released to any source, including publications such as telephone directories or other institutional publications.

To provide exceptions to the restriction of the release of information, click Release To Publication.

restrict all fields **release all restrictions**

Restriction Categories

Extracurricular Activities

restrict all **release all**

8

Specify Information

You are also able to choose specific information you wish to suppress.

Personal Data

restrict all **release all**

Restrict

<input checked="" type="checkbox"/>	Date of Birth	Release to Publication
<input checked="" type="checkbox"/>	Marital Status	Release to Publication
<input type="checkbox"/>	Employee	
<input checked="" type="checkbox"/>	Gender	Release to Publication

9

Select Save

Select **Save**. The next window will show a confirmation.

Home

Photograph

restrict all **release all**

Restrict

<input type="checkbox"/>	Employee Photograph	
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SAVE [Return to FERPA](#)