

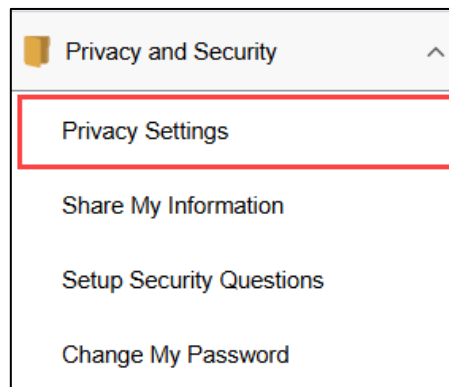
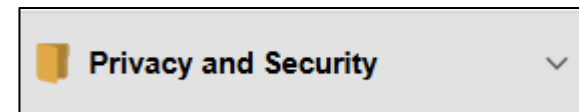
Request to Withhold or Release Public Information

Office of the University Registrar



How to Locate the Privacy Settings

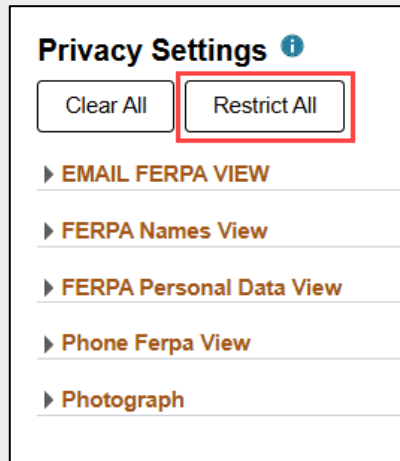
- Log into [AccessUH](#).
- Select the myUH Self Service icon.
- Select the Personal Information Tile.
- The Privacy and Security tab is on the left side of the screen. Click the drop-down arrow to expand the folders.
- Select the Privacy Settings option.



How to Edit the Restriction of Public Information

Under the Family Educational Rights and Privacy Act (FERPA), you have the right to restrict the release of certain categories of information.

- To restrict information, click Restrict All.



Privacy Settings ⓘ

Clear All

Restrict All

▶ EMAIL FERPA VIEW

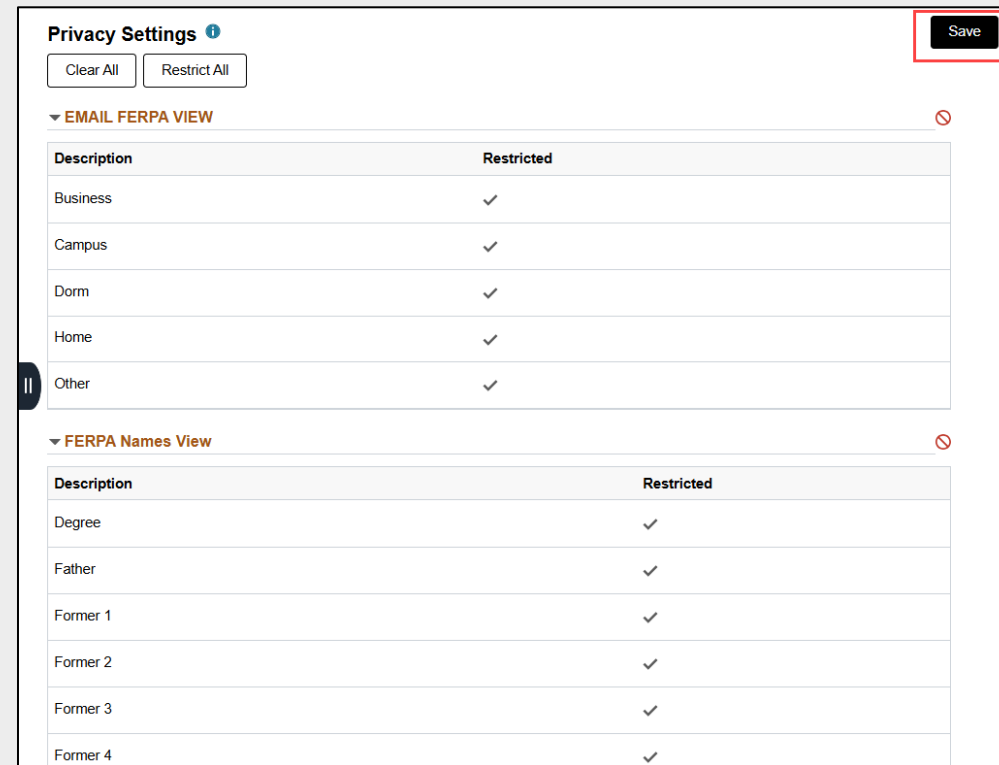
▶ FERPA Names View

▶ FERPA Personal Data View

▶ Phone Ferpa View

▶ Photograph

- Click Save to save your selection.



Privacy Settings ⓘ

Clear All

Restrict All

▼ EMAIL FERPA VIEW ⓘ

Description	Restricted
Business	✓
Campus	✓
Dorm	✓
Home	✓
Other	✓

▼ FERPA Names View ⓘ

Description	Restricted
Degree	✓
Father	✓
Former 1	✓
Former 2	✓
Former 3	✓
Former 4	✓

Save

How to Edit the Restriction of Public Information

- To allow the release of public information, select Clear All.
- Click Save to save your selection.

Privacy Settings

Clear All

Restrict All

EMAIL FERPA VIEW

FERPA Names View

FERPA Personal Data View

Phone Ferpa View

Photograph

Privacy Settings

Clear All

Restrict All

EMAIL FERPA VIEW

Description	Restricted
Business	
Campus	
Dorm	
Home	
Other	

FERPA Names View

Description	Restricted
Degree	
Father	
Former 1	
Former 2	
Former 3	
Former 4	

Save

Questions?

Please contact the Office of the University Registrar (OUR)

Phone: 713-743-1010, option 7