View Relationships & Directory Restrictions

1. Click Campus Community.
2. Click Personal Information.
3. Click Biographical.
4. Click the Relationships folder.
5. Click the Relationships link.
6. Enter the desired ID number.
7. Click Search.
8. Select the Relationship to view.

9. The blue shade FERPA icon indicates that the student has placed a directory restriction. If the blue shade icon is not visible for a student, then that student does not have a directory restriction. Note: Not all students have placed restrictions on their directory information.
10. To view releasable information, click the FERPA icon.
11. Select the active links to review releasable information.
12. Click Return.

13. Student granted security access can vary between relationships. (Example: A student’s parents may have different release types.)
14. Click the View Student Authorized access link to what items are available.
15. **REMEMBER:**

- It's common for parents to *not* see all components, especially academic.
- Just because a parent or guardian had access in the past, does not mean that they still do. It's important to never assume.
- A student can change security access permissions at any time.

The Authorized ID, Name, and Relationship will be provided. The releasable items will be listed in the Authorized Area. For all disciplinary records, contact the Conduct Coordinator.

![Authorized Area Table](image)

16. Depending on the browser you are using, you will want to either close the additional window or tab to return to search.

17. A **Person-To-Person Summary** shows the relationships to the user in a concise format, but does not show authorized access. Click **Relationships** from the breadcrumbs at the top of the page.

![my.SMU](image)

18. Select **Person-to-Person Summary**. Results are displayed.

<table>
<thead>
<tr>
<th>Relationships</th>
<th>Related ID</th>
<th>Relationship</th>
<th>Joint Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mustang, Dale</td>
<td>23456789</td>
<td>Father</td>
<td>N</td>
</tr>
<tr>
<td>Mustang, Peter F</td>
<td>87654321</td>
<td>Uncle</td>
<td>N</td>
</tr>
</tbody>
</table>

**Procedure complete.**