

Navigation in MyMav for Commencement Inclusion

For students who want to continue to restrict directory information from release with the exception of name included in the commencement program:

- Go to your student center in MyMav and scroll to the third bar, Personal Information.
- Click on User Preferences link.

The screenshot displays the MyMav Student Center interface. The browser window title is "Student Center - Windows Internet Explorer". The address bar shows the URL: https://sis-portal-prod.uta.edu/jsp/AEP/PRD/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERV...

The page header includes the University of Texas Arlington logo and the MyMav logo. Navigation tabs are labeled "My Page", "Faculty & Staff", "Student Resources", and "MPAC".

The left sidebar contains a "My Links" menu with "Student Center" selected. The main content area is divided into sections:

- Personal Information**: Includes links for "Meningitis Vaccination Report", "Demographic Data", "Emergency Contact", "Names", and "User Preferences".
- Contact Information**: Includes "Home Address" (Office of Records and Registration, UTA Box 109088, Arlington, TX 76019), "Mailing Address" (Office of Records and Registration, Box 19088, Arlington, TX 76019), and "Phone Number" (None).
- Admissions**: Includes "Application Status".
- Student Financials**: Includes "Tuition, Fees and Charges Info", "1098-T Tax Information", and "Payment Options".
- Academic Services Links**: Includes "Request Official Transcript", "Undergraduate Admissions", and "Office of Graduate Studies".

A message at the top states: "You have no outstanding charges at this time." The Windows taskbar at the bottom shows the Start button and several open applications including Microsoft Office Word, Outlook, and Internet Explorer.

- Click on FERPA Restrictions

The screenshot shows a Windows Internet Explorer browser window displaying the MyMav Student Center for Shannon Williams. The browser's address bar shows the URL: https://sis-portal-prod.uta.edu/iss/AEPPRD/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.555_STUDENT_CENTER.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVI. The page header includes the University of Texas at Arlington logo, the MyMav branding, and navigation links for "REPORT A PROBLEM" and "SIGN OUT". A "My Links" dropdown menu is set to "Select One".

The main navigation bar contains tabs for "My Page", "Faculty & Staff", "Student Resources", and "MPAC". A left-hand sidebar lists various self-service options, with "Student Center" expanded to show "ferpa restrictions" and "user preferences".

The user profile for Shannon Williams is displayed at the top, with tabs for "Personal Information" and "Security". The "ferpa restrictions" tab is active, showing the "User Preferences" section. A message states: "To facilitate your navigation through the different pages, and to avoid having to select the generic values, you may default your most commonly used values for the following fields. Other values will remain available for selection as appropriate for each feature."

The form fields are as follows:

- Institution:** University of Texas, Arlington
- Academic Career:** Undergraduate
- Term:** (empty)
- Aid Year:** 2009 (Financial Aid Year 2008-2009)

A green "SAVE" button is located below the form fields. At the bottom of the page, there are links for "Personal Information" and "Security", with "Ferpa Restrictions" and "User Preferences" highlighted. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 11:15 AM on 11/15/2011.

- Scroll down on page to green button “Edit FERPA/Directory Restrictions” and click button.

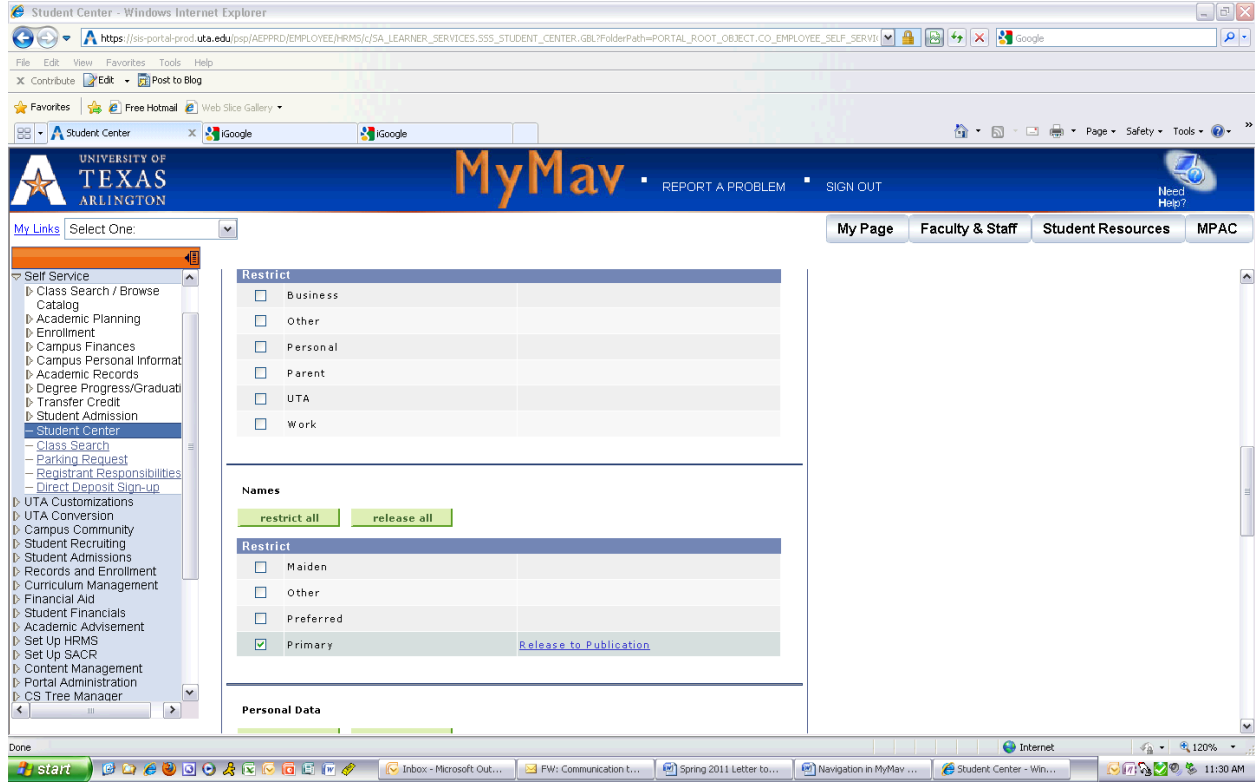
The screenshot shows a web browser window titled "Student Center - Windows Internet Explorer". The address bar displays a URL from the University of Texas Arlington portal. The page header includes the "MyMav" logo and navigation links for "REPORT A PROBLEM" and "SIGN OUT". Below the header, there are tabs for "My Page", "Faculty & Staff", "Student Resources", and "MPAC".

The main content area is titled "ferpa restrictions" and "user preferences". Under the "FERPA Restrictions" heading, there is a text block explaining that users have chosen to restrict information from release under the Family Education Rights and Privacy Act. Below this, there are two sections for "Names": "Preferred" and "Primary". Each section has a "Restriction Exceptions (by Publication Category)" dropdown menu and a "Commencement Booklet" checkbox.

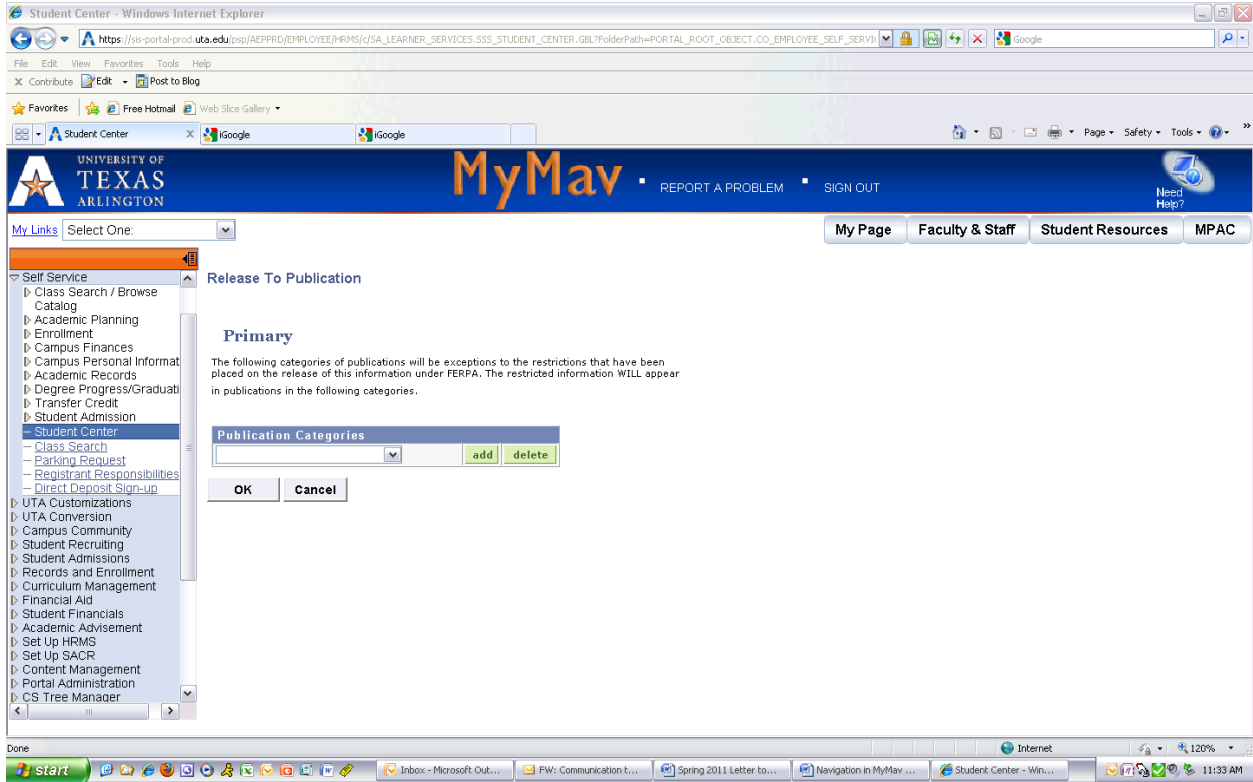
A green button labeled "EDIT FERPA/DIRECTORY RESTRICTIONS" is visible at the bottom of the main content area. Below the main content, there are links for "Personal Information" and "Security".

The browser's status bar at the bottom shows the time as 11:16 AM and the system tray includes icons for Start, Internet, and other background applications.

- This will take you to the privacy selection page.
- Scroll to the names section.
- Click on the Primary field.
- A link, "Release to Publication," will pop up. Click that link.



- This will take you to this screen.



- Click on the drop down and select Commencement Booklet, then click OK.

Student Center - Windows Internet Explorer

https://sis-portal-prod.uta.edu/isp/AEPPRD/EMPLOYEE/HRMS/CSA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVI

File Edit View Favorites Tools Help

My Links Select One:

My Page Faculty & Staff Student Resources MPAC

UNIVERSITY OF TEXAS ARLINGTON MyMav REPORT A PROBLEM SIGN OUT Need Help?

Self Service

- Class Search / Browse
- Catalog
- Academic Planning
- Enrollment
- Campus Finances
- Campus Personal Informat
- Academic Records
- Degree Progress/Graduat
- Transfer Credit
- Student Admission
- Student Center
- Class Search
- Parking Request
- Registrar Responsibilities
- Direct Deposit Sign-up
- UTA Customizations
- UTA Conversion
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Cumculum Management
- Financial Aid
- Student Financials
- Academic Advisement
- Set Up HRMS
- Set Up SACR
- Content Management
- Portal Administration
- CS Tree Manager

Release To Publication

Primary

The following categories of publications will be exceptions to the restrictions that have been placed on the release of this information under FERPA. The restricted information WILL appear in publications in the following categories.

Publication Categories		
Commencement Booklet	add	delete
	add	delete

OK Cancel

start

Inbox - Microsoft Out... FW: Communication t... Spring 2011 Letter to... Document2 - Microsof... Student Center - Win... 11:20 AM

- Scroll to the bottom of the page and click SAVE.

The screenshot shows a web browser window titled "Student Center - Windows Internet Explorer". The address bar shows a URL from the University of Texas at Arlington. The page header includes the "MyMav" logo and navigation links like "REPORT A PROBLEM" and "SIGN OUT". A top navigation bar contains "My Page", "Faculty & Staff", "Student Resources", and "MPAC".

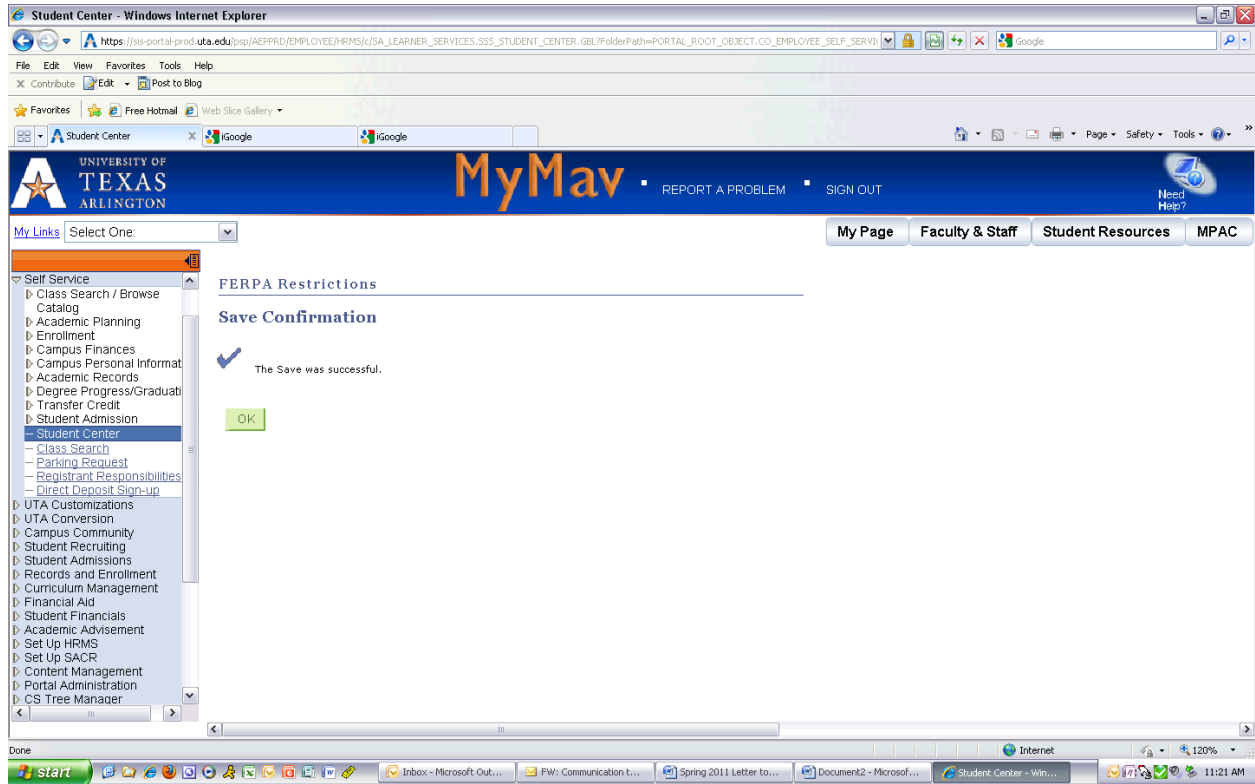
On the left, a "My Links" menu is expanded to "Self Service", with "Student Center" selected. The main content area features a "Restrict" section with a table of options:

<input type="checkbox"/>	Cellular
<input type="checkbox"/>	Current
<input type="checkbox"/>	FAX
<input type="checkbox"/>	Home
<input type="checkbox"/>	Other
<input type="checkbox"/>	Pager
<input type="checkbox"/>	Permanent
<input type="checkbox"/>	TDD/TTY
<input type="checkbox"/>	Work

Below the table is a "Photograph" section with "restrict all" and "release all" buttons, and a "Restrict" section with an "Employee Photograph" checkbox. A green "SAVE" button is located at the bottom left of the main content area. A link "Return to FERPA Restrictions Summary" is at the bottom right.

The browser's status bar at the bottom shows the JavaScript code: `javascript:Action_win0(document.win0,DERIVED_55_PD_SAVE_PB,0,0,'Save',false,true);` and the system tray displays the time as 11:20 AM.

- You will get a confirmation that the save was successful:



- To confirm your name will be included in the commencement program, you may do a self-check:

