

HOW TO

SET DIRECTORY SUPPRESSION



UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

1. Log into MyU.
2. Select the My Info tab.

3. Click the pencil icon in the **Directory Suppression** heading to access your options.

UNIVERSITY OF MINNESOTA
Driven to Discover

MyU Key Links Recommended Favorites My Interests

Welcome to MyU

Announcements

Academics **Grady Student**

My Finances

My Time

My Pay

My Benefits

My Info

Address

Home: 12345 University Ave
Minneapolis, MN 55455

Mailing:

Phone

Home: 763/123-9876

Directory Suppression

Your suppression level is: No Suppression

Email

University: remove@umn.edu
Home: remove@umn.edu

Emergency Contacts

No emergency contacts available for display.

Parent/Guest Access

Share My Information

Employee Center Ethnicity Internet Account Options More Personal Information TXT-U Notifications Notice of Appointment

Notifications Dismissed Holds 1

4. Carefully read the information then click the **Edit FERPA/Directory Restrictions** button.
5. Select the option you desire, then click **Save**.

6. You will see the change within MyU.

UNIVERSITY OF MINNESOTA
Driven to Discover

MyU Key Links Recommended Favorites My Interests

Welcome to MyU

Announcements

Academics **Grady Student**

My Finances

My Time

My Pay

My Benefits

My Info

Address

Home: 12345 University Ave
Minneapolis, MN 55455

Mailing:

Phone

Home: 763/123-9876

Directory Suppression

Your suppression level is: Suppress Phone Numbers
and Addresses

Email

University: remove@umn.edu
Home: remove@umn.edu

Emergency Contacts

No emergency contacts available for display.

Parent/Guest Access

Share My Information

Employee Center Ethnicity Internet Account Options More Personal Information TXT-U Notifications Notice of Appointment

Notifications Dismissed Holds 1

CROOKSTON

(218) 281-8548
umcreg@umn.edu

DULUTH

(218) 726-8000
umdhelp@d.umn.edu

MORRIS

(320) 589-6046
ummonestop@
morris.umn.edu

ROCHESTER

(507) 258-8069
umr1stop@r.umn.edu

TWIN CITIES

(612) 624-1111
onestop@umn.edu