## HOW TO SET DIRECTORY SUPPRESSION

1. Log into MyU.	My <b>U</b> Key Links Campus	is Info Resources Favorites	🕒 University Student 🛛 🔺 🎮
2. Select the <b>My Info</b> tab.		Lisi sereite. Chude	-
	\$ MY FINANCES	Address	₽ EDIT
	MY INFO	Home 12345 University Ave Minneapolis, MN 55455	
		Mailing 500 Main St Saint Paul, MN 55112-3262	
		Phone	
		Cellular 763/123-4567	
		Home 703/123/4307	
3. Click the pencil icon in the		Directory Suppression	
Directory Supression heading to			
access your options.		Email University remove@umn.edu	eorr
		Home remove@umn.edu	
	Need Help?   Show Help Options		
			ator and employer. Online Privacy Statement

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

	MyU Key Links Campus Info	o Resources Favorites	🕒 University Student 🔤 🛕 🏴	
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	\$ MY FINANCES	Address	d <sup>₽</sup> EDIT	
	MY INFO	Home 12345 University Ave Minneapolis, MN 55455		
		Mailing 500 Main St Saint Paul, MN 55112-3262		
		Phone	♂ EDIT	
		Cellular 763/123-4567		
		Home 763/123-4567		
		Directory Suppression	& EDIT	
		Your suppression level is: Suppress Phone Numbers and	Addresses	
ange within MyU.		Email	🖋 EDIT	
<i>,</i>		University remove@umn.edu	u	
		Home remove@umn.edu	u	
		Need Help?      Show Help Options		
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6.	You	will	see	the	change	within	MyU.
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		morris.umn.edu		