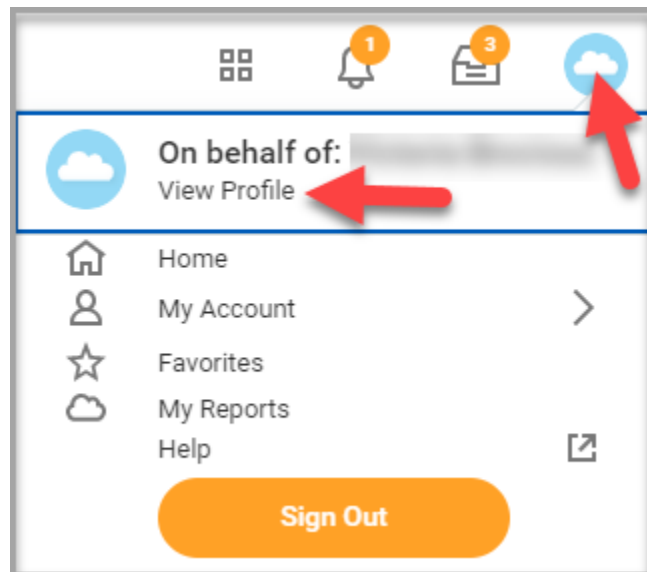


PURPOSE

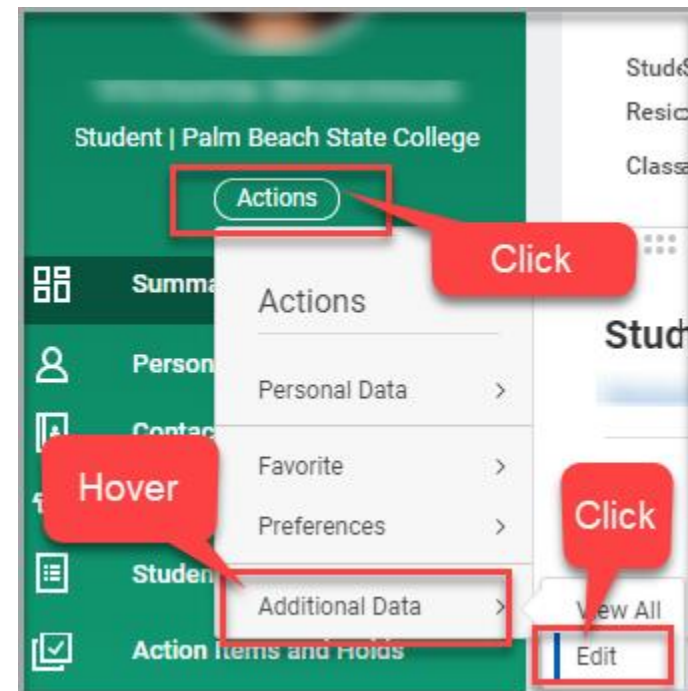
Palm Beach State may have to provide directory information (i.e. your name, personal e-mail address and/or the dates of the terms you attended) to other entities. Please see the "[Student Directory Information](#)" section of the Catalog for a complete list of what Palm Beach State has classified as directory information. State Statute and federal FERPA regulations allow for the non-disclosure of directory information upon written request from the student.

Non-Disclosure Opt-In

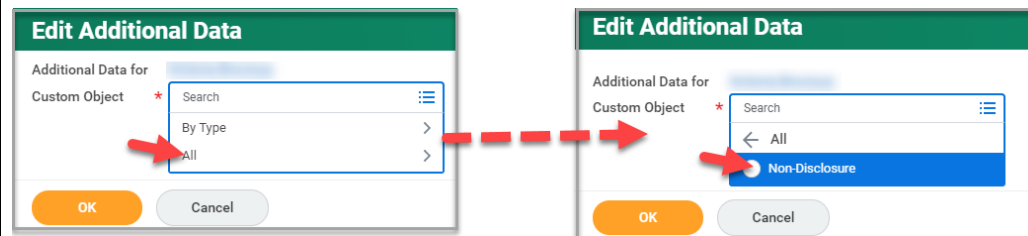
1. On your Workday homepage, click on your **picture** (or cloud) on the upper right. Then, click on **View Profile** from the drop down menu.



2. Under your picture in the green area on the left, *click* the **Actions** button. Then, *hover* over **Additional Data** and *click* on **Edit**.



3. Click on the **Custom Object** drop down and select **All**. Then, click the circle beside **Non-Disclosure**.



4. Click **OK** at the bottom of the page.

5. Check the **Non-Disclosure Opt-in** box and then click **OK** at the bottom of the page.

Edit Additional Data

Custom Object Non-Disclosure

Instructions

Non-Disclosure

Non-Disclosure Opt-In

OK Cancel

6. Click **Done** at the bottom of the page.

