



# UPDATING CONFIDENTIALITY OPTIONS

# LOG INTO YOUR GIBSON ACCOUNT AND CLICK ON THE STUDENT OR ALUMNI TAB.

The screenshot shows the Gibson account dashboard. At the top, there is a navigation bar with the Gibson logo and the name 'Gibson'. To the right of the logo, there are navigation tabs: 'Home', 'Student', 'Staff', 'Billing', and 'Financial Aid'. The 'Student' tab is highlighted with a red box. To the right of the navigation bar, there is a search bar with a magnifying glass icon and a dropdown menu showing '0'. Below the navigation bar, there is a blue banner with an information icon and the text 'Your registration time-ticket is open for 2020 Spring.' Below the banner, there is a section titled 'Current Account Balance: \$0'. To the left of this section, there is a list of services and records. To the right, there are three links: 'View Online Account', 'Request a Refund', and 'Paper Statement Preference'. Below these links, there is a blue box titled 'WSJ/THE 2020 US Student Survey' with a 'Take Survey' button.

**Services**

- CAST Online
- Canvas
- Splash Card
- Kronos
- Student Evacuation Plan
- OrgSync
- Student Employee Self-Service
- Clearinghouse
- Service Wave
- Handshake
- TUlearn (Bridge)

**Records**

- Schedule of Classes
- Register (Add/Drop)
- Course Evaluations
- TU Enrollment Verification
- View TU Enrollment Verification
- Order an Official Transcript
- Unofficial Transcript
- [Update Confidentiality Options](#)
- Update Address, Phone & Email
- Update Emergency Contacts
- Update Preferred First Name and/or Preferred Pronoun

**Resources**

**Current Account Balance: \$0**

[View Online Account](#)

- Account Activity & eBills
- Payment Options & History
- Refund Disbursement
- Authorized User Signup

[Request a Refund](#)  
Request a refund if you received financial aid credits in excess of charges or made an overpayment to your account.

[Paper Statement Preference](#)  
Tulane University mails paper statements only to students who request it.

**WSJ/THE 2020 US Student Survey**

Hi,

The Times Higher Education US Student Survey is back – and we want you to take part.

By sharing your thoughts and feelings around your university life (on anything from accommodation to amenities, seminars to socialising), you're helping American institutions improve and, in turn, shaping the future of higher education systems across the country.

The survey should take 5-10 minutes to complete and ensure your opinion counts towards our next US College Ranking.

If you have questions, please contact THE at [support@ypulse.zendesk.com](mailto:support@ypulse.zendesk.com) or Tulane OAIR at [oairst@tulane.edu](mailto:oairst@tulane.edu)

[Take Survey](#)

Best,

The Times Higher Education

UNDER RECORDS, CLICK “UPDATE CONFIDENTIALITY OPTIONS.”

**Records**

[Schedule of Classes](#)

[Register \(Add/Drop\)](#)

[Course Evaluations](#)

[TU Enrollment Verification](#)

[View TU Enrollment](#)

[Verification](#)

[Order an Official Transcript](#)

[Unofficial Transcript](#)

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[Update Emergency Contacts](#)

[Update Preferred First Name  
and/or Preferred Pronoun](#)

REVIEW THE CONFIDENTIALITY FLAG DISCLOSURE AND CLICK OR UNCLICK THE BOX NEXT TO “PLEASE WITHHOLD MY DIRECTORY INFORMATION. CLICK UPDATE.

The image shows a screenshot of a web form titled "Confidentiality Flag". The form contains the following text and options:

**Confidentiality Flag**

In accordance with the Family Education Rights and Privacy Act of 1974 as amended (FERPA), Tulane University reserves the right to release "Directory Information" about you to third parties outside the University. This also includes publication of such information in Tulane's online directory. "Directory information" as defined by Tulane University includes but is not limited to:

- Legal name
- Preferred name
- Permanent, local, & campus addresses
- Telephone numbers

Please withhold my directory information

**Canvas Image**

I acknowledge that by checking this box and opting-out of the Canvas Thumbnail Image program, my Splash Card photo will not be transferred to the Canvas Learning Management System for use as my profile thumbnail image. I also understand that I may opt-in at any time by returning to this page and un-checking this box.

Please withhold my Canvas image

At the bottom right of the form, there are two buttons: "Update" (highlighted with a red box) and "Cancel".