

## To Password Protect a PDF\*:

Open Document

Click on:

File

Properties

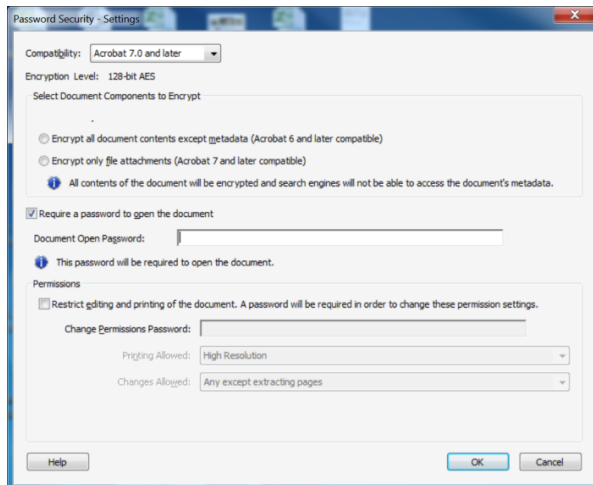
Security Tab

Select Password Security

Check box Require a password to open doc

Enter the password you want to use

Click on OK



\*Must have Adobe Acrobat Professional to password protect.

## To Password Protect an Excel or Word Document:

Open Document

Click on:

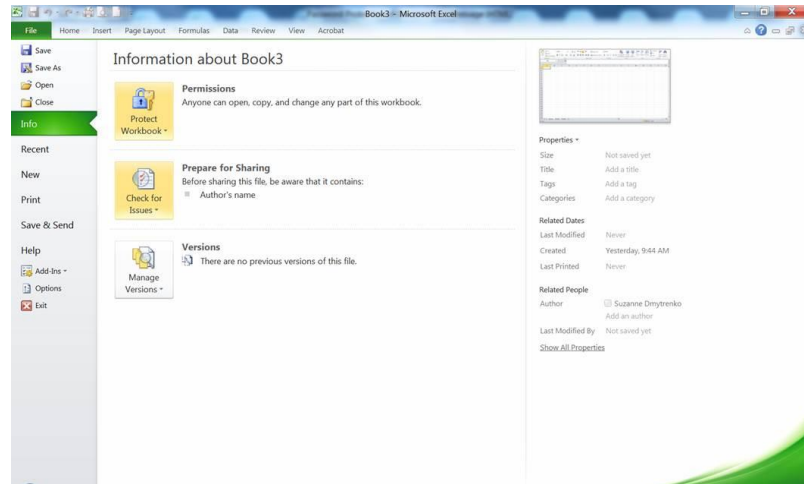
File

Select Permissions

Select Encrypt with Password

Type password

Click on OK



**Note: Only documents containing *Directory Information* can be sent/shared without being password protected. If a document contains any other information it must be sent via email with an encrypted password.**

### ***Directory Information* Designated by San Francisco State University**

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The University may disclose directory information without a student's written permission when it has given public notice to students of the types of information the University has designated "directory information" and has provided students with the opportunity to restrict the disclosure of directory information. Under the terms of FERPA, San Francisco State University has identified the following items as "directory information" from a student's education record:

- Student name
- Email address
- Major field(s) of study
- Dates of attendance
- Class or student Level
- Enrollment status (e.g. undergraduate or graduate, full-time or part-time)
- Degree(s) awarded
- Honors and awards received
- SFSU ID\*

\* Unauthorized users cannot access non-directory information solely with the SFSU ID number.

Refer to the SF State Registrar's website under Privacy Rights for complete information

<http://www.sfsu.edu/~admisrec/reg/ferpa.html>