

Removing personal information from the UNCO directory:

Please note: If you choose to have your directory information removed, you will be required to come to the Office of the Registrar and show valid identification in order to transact business. They will not be able to assist you over the phone or via a non-UNC email address. Please contact the Office of the Registrar at 970-351-2231 for any questions or concerns you may have about the process.

Directions:

1. Log into your Ursa account at <https://ursa.unco.edu>
2. Click on the Student Tab

The screenshot shows the top navigation bar of the Ursa account with the 'Student' tab circled in red. Below the navigation bar, there are two alert banners: 'UNC Emergency Alert' and 'Red Flag Alert'. Underneath these banners is a table with the following columns: 'Bank Account', 'Student Password', 'Employee Password', and 'Address'.

3. Under "Personal Information," click on the link to Update Addresses and Phones

The screenshot shows the 'Student' tab highlighted in yellow. Under the 'Personal Information' section, the link 'Update Addresses and Phones' is highlighted in yellow.

4. Where your address and phone number is listed, you can click on either the "Current" or "Primary" links

Addresses and Phones

Permanent	Phones
Current:	Primary:
Type of Address to Insert: <input type="text" value="Select"/>	
<input type="button" value="Submit"/>	

- On the new webpage, check the box under Unlisted. Then click the Submit button at the bottom of the page.

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	OR	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>

- Even though it looks like it is just unlisted the phone number, it will actually remove all of your directory information from URSA. It will take overnight for your record to be removed from the student listing in URSA. There is no way to reverse this process; once it is unlisted, it cannot be re-listed.