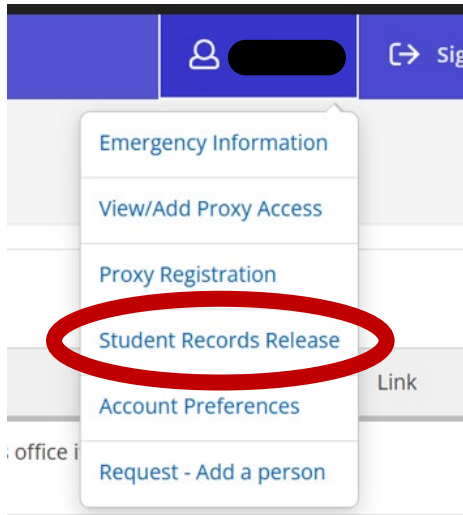


## Add a Student Record Release

This feature allows you to grant permission for someone to call or email requesting financial or grade information about you.

Log onto Self-Service and select Student Record Release



Select Add a Person/Relationship; fill in first name, last name and relationship; select a pin number (WRITE IT DOWN); pick a start date

A screenshot of the 'Add Person/Relationship' form. The 'Add Person/Relationship' button is circled in red. The form fields include: 'First Name', 'Last Name \*', 'Relationship \*' (a dropdown menu), 'PIN' (a text field with a hint 'Enter a 4 digit PIN'), 'Start Date' (a date picker), and 'End Date' (a date picker). Below these fields are the 'Access \*' section with radio buttons for 'Allow Complete Access' and 'Allow Select Access', and checkboxes for 'Financial Aid' and 'Grades'. There is also a 'Disclosure Agreement' section with a checkbox 'I authorize the institution to disclose my information to this party'. At the bottom are 'Cancel' and 'Submit' buttons. Red arrows point from the text above to the 'Add Person/Relationship' button, the 'Last Name \*' field, the 'Relationship \*' dropdown, the 'PIN' field, the 'Start Date' field, and the 'Submit' button.

Select the type of access – complete access OR check financial aid or grades and click the authorize disclosure box. The person you have listed will need the pin number you assigned (and wrote down) when requesting information. Click Submit.





Remove Access: You can rescind this permission anytime by clicking the deny access to all or adding an end date on the person. To add an end date, click on the pencil and enter a

Student Records Release Information

The privacy of student records is protected by law. The University is prohibited from providing certain information from your student records to a third party, such as grades, billing, tuition and fees assessments, financial aid, and other student record information. The University must have submitted permission from you prior to releasing information from your educational record. If you wish to grant access to a third party, please indicate the name(s) and relationship(s) of the individual below. By granting access, you are giving the University to release information mentioned by you. The consent submitted must specify what information to be released. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.

Deny access to All

Active Relationship

Name	Information Access	Relationship	PIN	Start Date	End Date	
[REDACTED]	Financial Aid Attendance	Parent	8088	3/25/2026	5/13/2028	 
[REDACTED]	Financial Aid Attendance	Child		3/18/2026		 

[Add Person/Relationship](#)