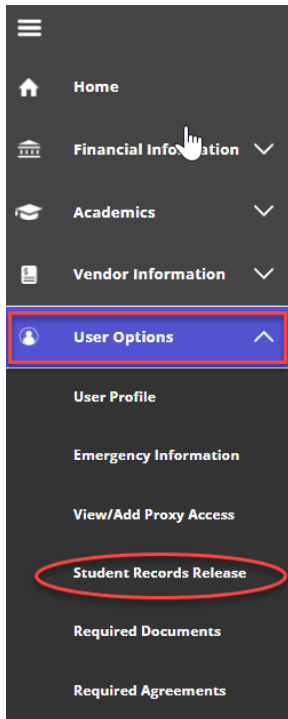


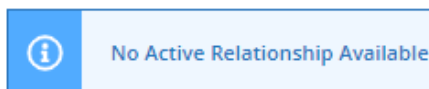
Student Records Release Instructions

1. Log on to [Self Service](#)
2. Go to User Options in the left-hand menu. Click on the Person icon to open the menu. Select Student Records Release.




3. Carefully read the FERPA release information.
4. To grant the university permission to communicate with an individual, Select “Add Person/Relationship”

Active Relationship



5. Enter all the required information. Start and End Dates are not required. If let blank, permission is considered indefinite until authorization is revoked.

First Name *	Last Name *	Relationship *	PIN *	Start Date	End Date
<input type="text"/>	<input type="text"/>	<div>Please Select ▼</div>	<div>Enter a 4 digit PIN</div>	<div>M/d/yyyy </div>	<div>M/d/yyyy </div>

**Be sure that the individual(s) you are authorizing know their PIN number as they will be required to provide it when requesting information.

6. Select the level of access for the individual(s) you are authorizing: Complete Access or Select Access.

Access *

☒ Allow Complete Access

☐ Allow Select Access

☒ *Academic Affairs*

☒ *Student Financials*

☒ *Student Development*

Communication Authorization to the three areas are as follows:

Academic Affairs- includes the Registrar's Office, Faculty/Instructors, Academic Advising, Program Directors, and Academic Deans

Student Development- includes Athletics, Global Exchange, Dean of Students, Residence Life, Student Success, and Student Activities & Leadership

Student Financials- includes Student Accounts and Financial Aid

7. Check the Disclosure Agreement box and click on the Submit button.

Disclosure Agreement

☒ I authorize the institution to disclose my information to this party

8. To edit or remove access for a previously authorized individual, click on the pencil or minus icon on the far right. Edit access as desired.

Active Relationship

Name	Information Access	Relationship	PIN	Start Date	End Date	
██████████	Academic Affairs Student Financials	Other	1234	10/15/2022		