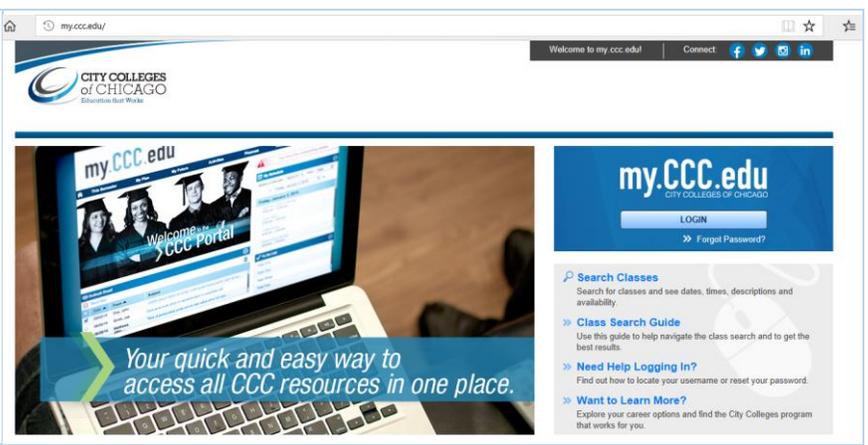
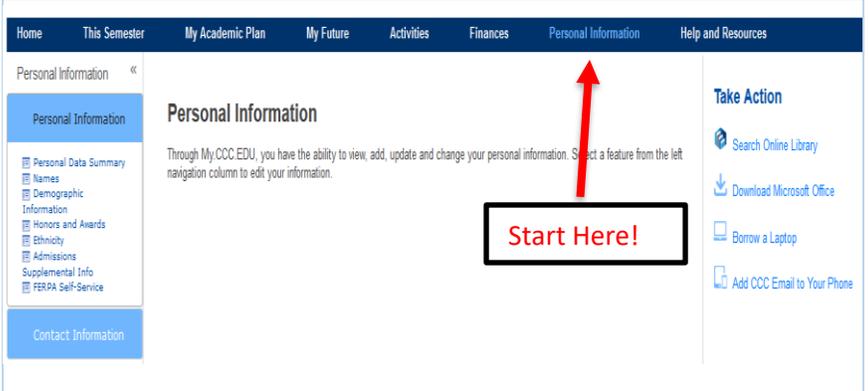
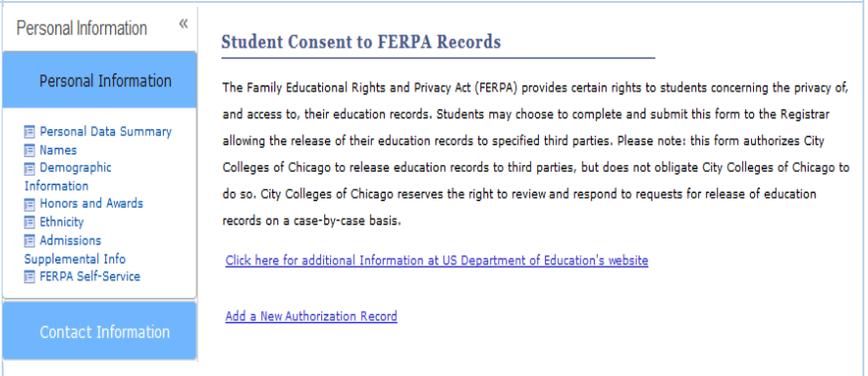


## Student Guide to Adding and Editing FERPA Authorization Release in the Student Portal

This help guide provides step-by-step instructions on to how add and edit FERPA Authorization Release in the Student Portal.

Students can update their FERPA Authorizations Release in the student portal, by following the steps below.

<p><b>1. Log in to my.CCC.edu</b></p>	
<p><b>2. Click on: Personal Information</b></p> <p>Select the drop down for <b>Personal Information</b></p> <p>Select: <b>FERPA Self Service</b></p>	
<p><b>3. Student Consent to FERPA Records will appear.</b></p> <p>To authorize a person access to view specific records select: <b>Add a New Authorization Record</b></p>	

4. Review FERPA rights then fill out all fields of consent.

Click: **Submit**

### Student Consent to FERPA Records

The Family Educational Rights and Privacy Act (FERPA) provides certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Registrar allowing the release of their education records to specified third parties. Please note: this form authorizes City Colleges of Chicago to release education records to third parties, but does not obligate City Colleges of Chicago to do so. City Colleges of Chicago reserves the right to review and respond to requests for release of education records on a case-by-case basis.

[Click here for additional information at US Department of Education's website](#)

Person to whom access to education records Find | < Previous 1 of 1 Next

\*Person Name:  [Return to Previous Page with no Changes](#)

\*Relationship to Student:

\*Password to access records:  (Password Must be 6 Characters)

#### Education Records to be Released (check all that apply)

- Academic Information (grades/GPA, registration, student ID number, academic progress, enrollment status)
- Financial Aid Information (awards, application data, disbursements, eligibility, financial aid academic progress status)
- Loan Information (University-maintained loan disbursements, billing and repayment history [including credit reporting history])
- Student Account Information (billing statements, charges, credits, payments, past due amounts, collection activity)
- All Records Listed Above

#### Duration of Release (choose one)

The Maximum timeframe for an authorization is three (3) calendar years. You can renew the authorization after three (3) years, but will be required to complete an updated request.

- Three Years. This authorization is active until
- Specific Date: This authorization is active only until this date

#### Authorization

- I understand the (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any records released pursuant to this Consent, and (3) If selected, my choice to revoke this consent via this form will be applicable to all offices of the City Colleges of Chicago.

**SUBMIT**

5. A confirmation message will appear once the form has been submitted.

Click: **OK**

### Save Confirmation



The FERPA Authorization Record has been successfully saved.

**OK**

6. All FERPA Authorization records will appear on this page. (Active, Revoked, and Expired)

Only persons with an Active Status will be given access to view approved records.

#### **Status Definition:**

**Active:** Eligible to release information

**Expired:** Release no longer active

**Revoked:** Student initiated, removed FERPA Authorization prior to expiration date

### Student Consent to FERPA Records

The Family Educational Rights and Privacy Act (FERPA) provides certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Registrar allowing the release of their education records to specified third parties. Please note: this form authorizes City Colleges of Chicago to release education records to third parties, but does not obligate City Colleges of Chicago to do so. City Colleges of Chicago reserves the right to review and respond to requests for release of education records on a case-by-case basis.

[Click here for additional information at US Department of Education's website](#)

FERPA Records Authorization History							Find [View All]   First 1-3 of 3			
Last Update Date/Time	Contact Name	Relationship	Password	Academic Information	Financial Aid Information	Loan Information	Student Account Information	Expiry Date	Status	Record Link
06/14/2018 12:13:25PM	Mom	Mother	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/14/2021	Active	<a href="#">View and Edit</a>
06/14/2018 12:29:50PM	Dad	Father	aabcc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/07/2018	Expired	<a href="#">View and Edit</a>
06/14/2018 12:13:39PM	Grandpa	GrandParent	123456	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/16/2018	Revoked	<a href="#">View and Edit</a>

[Add a New Authorization Record](#)

7. To **edit or remove (revoke)** an active FERPA Authorization, follow the steps below:

Click **View and Edit** on an **Active** status.

The FERPA Authorization page will appear.

**Edit:**

All areas of the authorization can be edited. **For example**, if the Educational Records should be one area, instead of all, check the box for the areas that should be released.

- Check the box under **Authorization**
- Click **Submit**

**Revoke:**

- Check this box to revoke an active FERPA Authorization 
- Check the box under **Authorization**
- Click **Submit**

**FERPA Records Authorization History** will appear.

The updated record will show a status of Revoked, even though the Authorization is not listed as expired. Information can no longer be released to that contact.

10. END OF PROCESS.

FERPA Records Authorization History								Find   View All	First 1-3 of 3	
Last Update Date/Time	Contact Name	Relationship	Password	Academic Information	Financial Aid Information	Loan Information	Student Account Information	Expiry Date	Status	Record Link
06/14/2018 12:13:25PM	Mom	Mother	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/14/2021	Active	<a href="#">View and Edit</a>
06/14/2018 12:29:50PM	Dad	Father	aabccc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/07/2018	Expired	<a href="#">View and Edit</a>
06/14/2018 12:13:39PM	Grandpa	GrandParent	123456	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/14/2021	Revoked	<a href="#">View and Edit</a>

Click here to edit or remove an **Active** FERPA Authorization

**Person to whom access to education records** Find | < Previous 1 of 1 Next

\*Person Name:  [Return to Previous Page with no Changes](#)

\*Relationship to Student:

\*Password to access records:  (Password Must be 6 Characters)

**Education Records to be Released (check all that apply)**

Academic Information (grades/GPA, registration, student ID number, academic progress, enrollment status)

Financial Aid Information (awards, application data, disbursements, eligibility, financial aid academic progress status)

Loan Information (University-maintained loan disbursements, billing and repayment history [including credit reporting history])

Student Account Information (billing statements, charges, credits, payments, past due amounts, collection activity)

All Records Listed Above

**Duration of Release (choose one)**

The Maximum timeframe for an authorization is three (3) calendar years. You can renew the authorization after three (3) years, but will be required to complete an updated request.

Three Years. This authorization is active until 06/19/2021

Specific Date: This authorization is active only until this date

I choose to revoke a previously granted Consent a Access of Student Records for the Individual listed above.

**Authorization**

I understand the (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any records released pursuant to this Consent, and (3) If selected, my choice to revoke this consent via this form will be applicable to all offices of the City Colleges of Chicago.

FERPA Records Authorization History								Find   View All	First 1-3 of 3	
Last Update Date/Time	Contact Name	Relationship	Password	Academic Information	Financial Aid Information	Loan Information	Student Account Information	Expiry Date	Status	Record Link
06/14/2018 12:13:25PM	Mom	Mother	123456	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/14/2021	Revoked	<a href="#">View and Edit</a>
06/14/2018 12:29:50PM	Dad	Father	aabccc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/07/2018	Expired	<a href="#">View and Edit</a>
06/14/2018 12:13:39PM	Grandpa	GrandParent	123456	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/14/2021	Revoked	<a href="#">View and Edit</a>

Record was updated to Revoked status