

## **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.





4.	Review FERPA rights then fill out all fields		Student Consent to FERPA Records										
	of consent.	The Family Educational Rights and Privacy Act (FERPA) provides certain rights to students concerning the privacy of,											
		and acc	cess to,	their educatio	n records. :	Student	s may c	hoose to c	omplete a	and submit th	is form to	the Reg	gistrar
		College	g the re as of Ch	lease of their (	education r	ecords	to specii ds to thi	fied third p rd parties.	but does	ease note: th not obligate	is form au City Colle	uthorizes aes of C	: City Chicago to
		do so. (	City Col	lleges of Chica	go reserve	s the ri	ght to re	view and r	espond to	requests for	release o	of educat	tion
		records	on a ca	ase-by-case ba	isis.								
		Click h	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											
		re Si	reporting history])  Student Account Information (billing statements, charges, credits, payments, past due amounts, collection										
		activity) All Records Listed Above											
		Duratio	on of R	lelease (choo	ose 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.											
		O Three Years. This authorization is active until											
	Click: Submit	O Specific Date: This authorization is active only until this date											
	L	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 Consen consent via this form will be applicable to all offices of the Ci								<li>3) If selected, es of Chicago</li>	, my choic 5.	e to revo	oke this
				<u>S</u> ubmit									
5.	A confirmation message will appear once	Save Confirmation											
	the form has been submitted.												
		The FERPA Authorization Record has been successfully saved.											
	Click: <b>OK</b>												
		ок											
6	All FERPA Authorization records will	Student Consent to FERPA Records											
0.	appear on this page (Active, Revoked,						(						
	and Expired)	The Family Educational Rights and Privacy Act (FERPA) provides certain rights to and access to, their education records. Students may choose to complete and							nts to studen and submit th	ts concern nis form to	the Reg	privacy of, gistrar	
		allowin	ng the r	elease of their	education	records	to spec	ified third p	parties, Pl	ease note: th	is form a	uthorizes	5 City
	)nly persons with an Active Status will be	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											
	civen access to view approved records	records on a case-by-case basis.											
	given access to view approved records.	Click here for additional Information at US Department of Education's website											
	Status Definition	FERPA Rec	cords Autho	rization History						Fin	nd   View All   <sup>J</sup>	a i 🛍 👘	irst 0 1-3 of 3 0
		Last Upd Date/Tim	ate ne	Contact Name	Relationship	Password	Academic Information	Financial Aid Information	Loan Information	Information	Expiry Date	Status	Record Link
	Active: Eligible to release information	12:13:25F 2 06/14/201	PM 18	Dad	Mother	aabbcc	121	R			06/07/2018	Expired	View and Edit
	Expired: Release no longer active	12:29:50F 3 06/14/201 12:13:29F	PM 18 PM	Grandpa	GrndParent	123456		0	2		06/16/2018	Revoked	View and Edit
	Revoked: Student initiated, removed FERPA	Add	a Nev	w Authorizat	tion Reco	brd							
	Authorization prior to expiration date		2 //2/		.on net								



7	To adit or romana (ronaka) an activa	FERPA Records Authorization History Find   View All   🛱   🛍 First 🛙 1-3 of 3 🗇													
/.	TO edit of remove (revoke) all active	Last Update Date/Time	Contact Name	Relationship	Password	Academic Informatio	Financial Aid n Information	Loan Information	Student Account Information	Expiry Date	Status	Record Link			
	FERPA Authorization, follow the steps	1 06/14/2018 12:13:25PM	Mom	Mother	123456	1	8	8	۵	06/14/2021	Active	View and Edit			
	below:	2 06/14/2018 12:29:50PM	Dad	Father	aabbcc	12	R			06/07/2018	pired	View and Edit			
		3 06/14/2018 12:13:39PM	Grandpa	GrndParent	123456			2	0	06/10 018	Revoked	View and Edit			
	Click <b>View and Edit</b> on an <b>Active</b> status.			C A	lick l	here e FER	to edit PA Aut	or re thoriz	move ar ation	n					
	The FERPA Authorization page will	Person to whom access to education records													
	appear	Person to with			0103				F	ina (<)	Previous	I OF I Next			
	арреат.	*Person Name: Mom Return to Previous Page with no Changes													
		*Relationshi	p to Student:	Mother			~								
	Edit:	*Password t	o access record	s: 1234	56 (	Password	d Must be 6	Characte	rs)						
	All areas of the authorization can be	Education R	ecords to be	Released (	check	all that	apply)								
	edited. For example, if the Educational	✓ Academ	nic Information	(grades/GPA	, registr	ration, st	udent ID n	umber, ac	ademic progre	ess, enrolln	nent stat	us)			
	Records should be one area, instead of all,	Financial Aid Information (awards, application data, disbursements, eligibility, financial aid academic progress status)													
	check the box for the areas that should be	✓ Loan In	formation (Univ	ersity-main	tained lo	oan disb	ursements,	billing ar	nd repayment	history [inc	luding cr	edit			
	released.	Studen	t Account Inform	nation (billin	g staten	ments, cł	harges, cred	dits, payn	nents, past du	ie amounts	, collectio	on			
	Check the box under Authorization	All Reco	) ords Listed Abov	e											
		Duration of	uration of Release (choose one)												
	- Click Submit	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													
	Revoke:		Date: This aut	horization is	active o	only until	this date								
- Check this box to revoke an active															
FERPA Authorization								ecords for the	Individual	listed					
		. Lunder	stand the (1) I	have the ric	ht not t	0.00580	t to the rel	ease of a	av education r	ecords. (2)	I have t	he			
	- Click Submit	ords release ill be applica	d pursu able to a	ant to th all offices	is Consent s of the City	, and (3) , Colleges	If selected, m s of Chicago.	ny choice to	revoke	this					
			<u>S</u> ubmit									1			
	FERPA Records Authorization History will	FERFA Records Aut	Burizalian History							Find   View Hill	μ,ε,	In Data da			
	appear.	Last Update Date/Time	Contact Name	Relationship	Passan	Academic	Financial Ald	Lean Informalia	Student Account	Enginy Data	States -	Record Link			
	The undeted record will show a status of	1 26/14/2018 12:13:2599	Non	Rober	121456	8		1	<b>a</b> .	06/16/2021	Reveked	Vec est Str.			
	The updated record will show a status of	3 06/14/2018 12:29:50PW	Ded	Pather	author.	8	8			04/07/25	Espired	TRANSING.			
	Revoked, even though the Authorization	3 06/14/2018 12:13:2604	Grandya	GridPariett	123456			8		06/12/018	Revoked	TRANSIS			
	is not listed as expired. Information can														
	no longer be released to that contact.									· .					
		to Revoked status													
									Revoke	d stati	atus				
10															
±0.															