

Granting, Changing, or Rescinding Your FERPA Permissions

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What are FERPA Permissions?

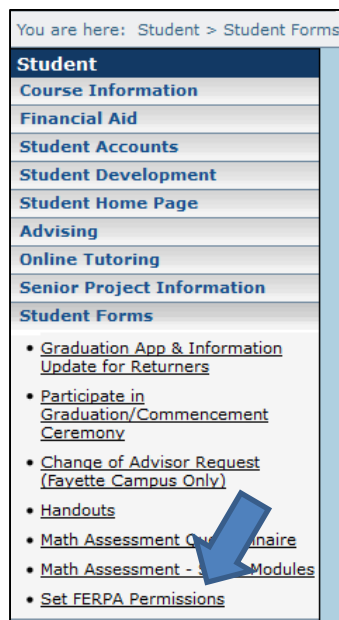
The Family Educational Rights and Privacy Act (FERPA) prohibits the University from disclosing certain personal information without a student's consent. See the [University Catalog](#) for more information on what is covered by FERPA.

You may, if you choose, grant permission for another person, such as a parent/guardian, other family member, or any other person of your choice, to access your information through the myUIU portal. This person will receive their own myUIU account and log on information. You will be able to select from categories of information that the individual can access. You can choose to make changes to these categories or to the expiration date at any time.

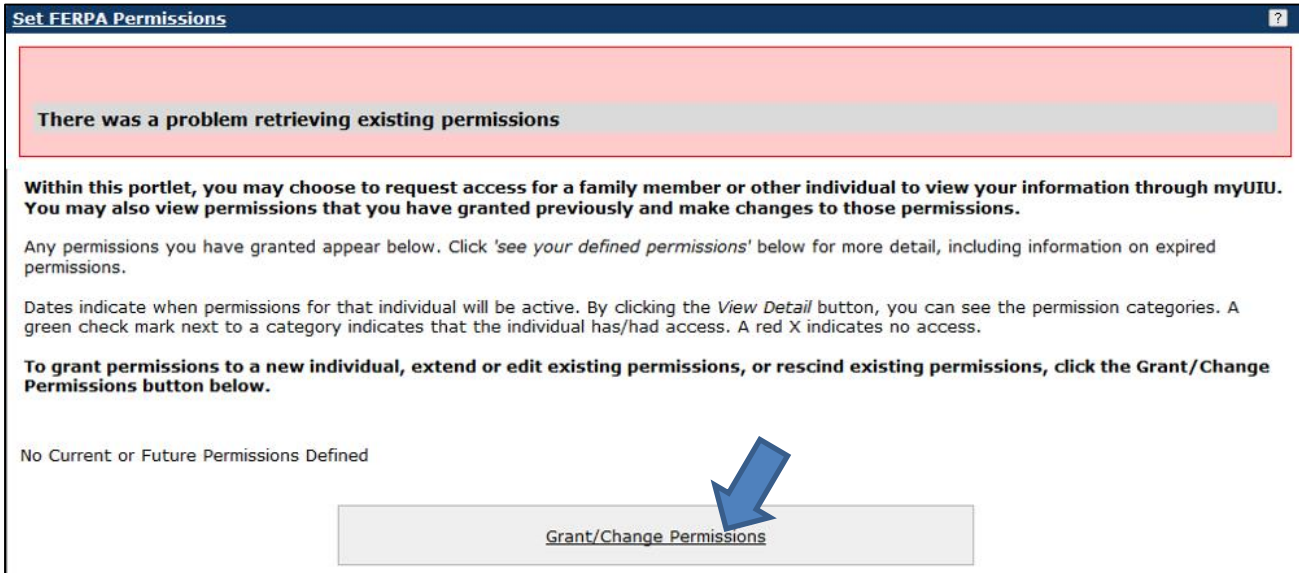
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How do I grant someone permission to view my information?

1. Login to your myUIU account
2. Click on the Student tab
3. Click on Student Forms on the left
4. Click on Set FERPA Permissions



5. The FERPA Permissions portlet will open
 - a. You may see an error message if you have not granted any permissions yet. This message will not prevent you from continuing with the process.
6. Click Grant/Change Permissions to begin



7. Carefully review the information presented in the portlet.
 - a. It is your choice to provide access to your information. It will also be your responsibility to complete a new request if you later want to change or rescind these permissions prior to the expiration date.
8. Read through the Introduction and Instructions and click Next page.
9. Complete the Personal Information section of the form.
 - a. You will need at least:
 - i. First and last name of the person to whom you are granting permissions
 - ii. A valid email address for this person. (The email address will be used to send this individual a myUIU username and password.)

Section 1: Personal Information

Page 1 of 2

Answer the following questions for the person to whom you wish to grant permissions:

1. First Name *Required, Maximum characters allowed: 15
2. Middle Name Maximum characters allowed: 15
3. Last Name *Required, Maximum characters allowed: 30
4. Suffix
5. E-mail Address *Required, Format: x@x.xx
6. What is this person's relationship to you? *Required

Address

7. Address Line 1 Maximum characters allowed: 60
8. Address Line 2 Maximum characters allowed: 60
9. City Maximum characters allowed: 25
10. State
11. Zip Code Format: 12345 OR 12345-6789 OR 123456789 OR A1B 2C3
12. Country
13. If this individual is an employer or otherwise associated with a business or organization, list the business or organization name:

10. Complete the Permissions Information section of the form. You will see instructions under Permission Dates.
 - a. Select an expiration date for this person’s access.
 - b. Answer Yes or No for each permissions category.


Section 2: Permissions Information

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Permission Dates
Permissions will begin upon processing of your request. The individual will receive an email notification with instructions for logging on.

You must select an end date for this individual's permissions. If you want his or her permissions to remain in place during your entire enrollment at UIU, enter a date approximate to your anticipated completion date. If permissions expire, you may reinstate them by completing the form again. You may also choose to rescind permissions earlier than the end date at any time. To rescind this individual's permissions, enter today's date in the end date, and answer No to each category.

1. Permission Start Date **7/27/2015**

2. Permission End Date
  *Required,
 Format: mm/dd/yyyy

Permission Categories
The following questions determine what this individual will see when he or she logs in to view your information.

3. Should this person be granted permissions to view your course schedule and related information? *Required
 Yes
 No

4. Should this person be granted permissions to view your financial information? *Required
 Yes
 No

5. Should this person be granted permissions to view your academic information, including but not limited to, grades and unofficial transcripts? *Required
 Yes
 No

6. Should this person be granted permissions to view holds on your account? This applies to any and all holds that may appear on your account, including those for financial, academic, and other reasons. *Required
 Yes
 No

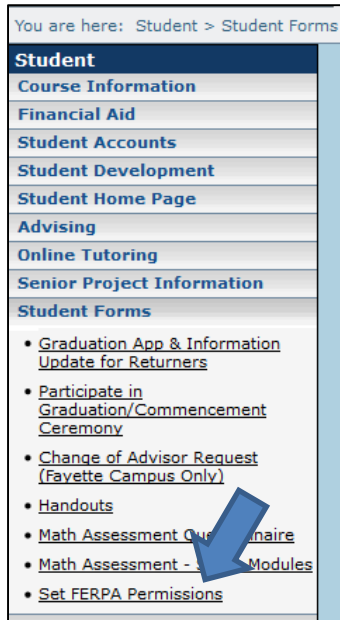
7. Should this person be granted permissions to view your residence life information? This includes, but is not limited to, housing information. *Required
 Yes
 No

11. Click Next Page to review or change your answers before you submit.
12. Click Submit Permissions Form. You should receive an email confirmation that the submission was successful.
- 13. Permissions do not take effect right away.**
 - a. The University will process your request as soon as possible (during regular business hours)
 - b. The person you gave permissions to will receive an email when his or her account is ready

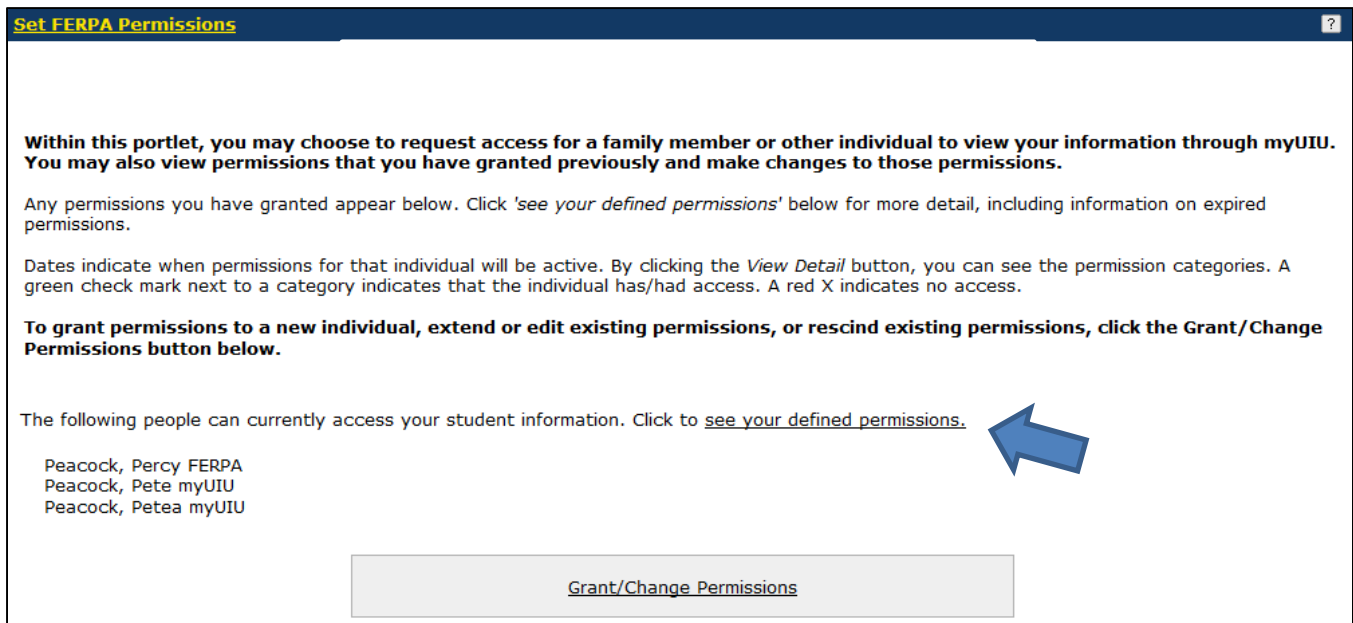
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How do I view permissions I’ve granted?

1. Login to your myUIU account
2. Click on the Student tab
3. Click on Student Forms on the left
4. Click on Set FERPA Permissions



5. The FERPA Permissions portlet will open
6. The name of anyone who currently has permission to access your information through myUIU will be displayed.
 - a. **For students who previously submitted a paper authorization to release academic or financial information:** You are not required to resubmit a request through the Set FERPA Permissions portlet. However, information about the permissions you've granted using the paper form(s) will not be displayed here. The individuals you authorized the release of information to using the paper form(s) will not have myUIU access unless you choose to complete the electronic FERPA Permissions request.



7. Click 'see your defined permissions' to see more information

Your Current Permissions			
Name	Access status	Access to	More info
Peacock, Pam myUIU	Expired on 7/5/2015	Grade and Academic Data, Hold Data	View detail
Peacock, Percy FERPA	Has access (until 6/30/2019)	Course Schedule Data, Hold Data, Residence Life Data	View detail
	Expired on 7/9/2015	Everything	View detail
Peacock, Pete myUIU	Has access (until 5/30/2018)	Everything	View detail
Peacock, Petea myUIU	Has access (until 12/15/2015)	Everything	View detail



- a. Permissions that are no longer active will be listed as Expired.
 - b. If you have changed someone’s permissions, you will see two or more rows for that person.
8. Click on ‘View detail’ on the right to view additional information.

Permissions For ✕

Peacock, Pete myUIU 6/30/2015 - 5/30/2018

Notes
Upper Iowa University

Granted	Permission Description
✔	Course Schedule Data This category refers to the Student Schedule Portlet.
✔	Financial Data This category refers to all financial student data.
✔	Grade and Academic Data This category refers to all grade and academic data.
✔	Hold Data This category refers to all hold data.
✔	Residence Life Data This category refers to all residence life data.

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How do I change someone’s permissions?

1. Login to your myUIU account
2. Click on the Student tab
3. Click on Student Forms on the left
4. Click on Set FERPA Permissions

You are here: Student > Student Forms

- Student**
- Course Information
- Financial Aid
- Student Accounts
- Student Development
- Student Home Page
- Advising
- Online Tutoring
- Senior Project Information
- Student Forms**
 - [Graduation App & Information Update for Returners](#)
 - [Participate in Graduation/Commencement Ceremony](#)
 - [Change of Advisor Request \(Fayette Campus Only\)](#)
 - [Handouts](#)
 - [Math Assessment Questionnaire](#)
 - [Math Assessment Study Modules](#)
 - [Set FERPA Permissions](#)



5. The FERPA Permissions portlet will open
 - a. The name of anyone who currently has permission to access your information through myUIU will be displayed.
 - b. You should also follow this process if you want to reinstate expired permissions.
6. Click on Grant/Change Permissions

Set FERPA Permissions ?

Within this portlet, you may choose to request access for a family member or other individual to view your information through myUIU. You may also view permissions that you have granted previously and make changes to those permissions.


Any permissions you have granted appear below. Click '*see your defined permissions*' below for more detail, including information on expired permissions.

Dates indicate when permissions for that individual will be active. By clicking the *View Detail* button, you can see the permission categories. A green check mark next to a category indicates that the individual has/had access. A red X indicates no access.

To grant permissions to a new individual, extend or edit existing permissions, or rescind existing permissions, click the Grant/Change Permissions button below.

The following people can currently access your student information. Click to [see your defined permissions](#).

Peacock, Percy FERPA
 Peacock, Pete myUIU
 Peacock, Petea myUIU



[Grant/Change Permissions](#)

7. Read through the Introduction and Instructions and click Next page.
8. Complete the Personal Information section of the form.
 - a. Enter the first and last name, email address, and relationship to indicate whose permissions you wish to change.

Section 1: Personal Information

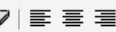






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Answer the following questions for the person to whom you wish to grant permissions:

1. First Name *Required, Maximum characters allowed: 15
2. Middle Name Maximum characters allowed: 15
3. Last Name *Required, Maximum characters allowed: 30
4. Suffix ▼
5. E-mail Address *Required, Format: x@x.xx
6. What is this person's relationship to you? ▼ *Required

Address

7. Address Line 1 Maximum characters allowed: 60
8. Address Line 2 Maximum characters allowed: 60
9. City Maximum characters allowed: 25
10. State ▼
11. Zip Code Format: 12345 OR 12345-6789 OR 123456789 OR A1B 2C3
12. Country ▼
13. If this individual is an employer or otherwise associated with a business or organization, list the business or organization name:

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9. Complete the Permissions Information section of the form. You will see instructions under Permission Dates.
 - a. Select a new expiration date for this person’s access.
 - b. Answer Yes or No for each permissions category with the permissions you want this person to have going forward.

Section 2: Permissions Information

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Permission Dates
Permissions will begin upon processing of your request. The individual will receive an email notification with instructions for logging on.

You must select an end date for this individual's permissions. If you want his or her permissions to remain in place during your entire enrollment at UIU, enter a date approximate to your anticipated completion date. If permissions expire, you may reinstate them by completing the form again. You may also choose to rescind permissions earlier than the end date at any time. To rescind this individual's permissions, enter today's date in the end date, and answer No to each category.

1. Permission Start Date 7/27/2015

2. Permission End Date
 *Required,
 Format: mm/dd/yyyy

Permission Categories
The following questions determine what this individual will see when he or she logs in to view your information.

3. Should this person be granted permissions to view your course schedule and related information? *Required
 Yes
 No

4. Should this person be granted permissions to view your financial information? *Required
 Yes
 No

5. Should this person be granted permissions to view your academic information, including but not limited to, grades and unofficial transcripts? *Required
 Yes
 No

6. Should this person be granted permissions to view holds on your account? This applies to any and all holds that may appear on your account, including those for financial, academic, and other reasons. *Required
 Yes
 No

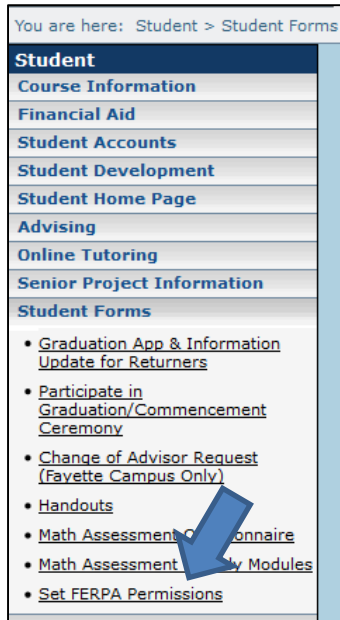
7. Should this person be granted permissions to view your residence life information? This includes, but is not limited to, housing information. *Required
 Yes
 No

10. Click Next Page to review or change your answers before you submit.
11. Click Submit Permissions Form. You should receive an email confirmation that the submission was successful.
- 12. Permission changes do not take effect right away.**
 - a. The University will process your request as soon as possible (during regular business hours)
 - b. Upon processing, the person’s previous permissions will be expired and the new permissions will take effect.

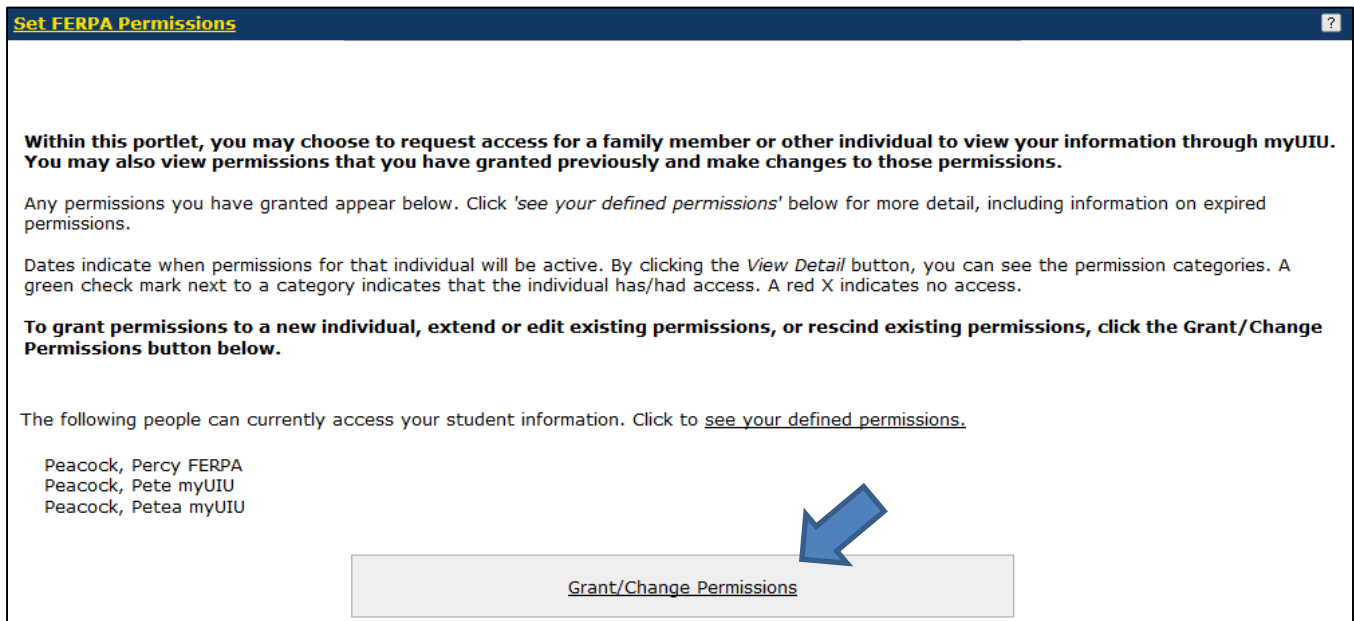
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How do I rescind someone’s permissions before the expiration date?

1. Login to your myUIU account
2. Click on the Student tab
3. Click on Student Forms on the left
4. Click on Set FERPA Permissions



5. The FERPA Permissions portlet will open
 - a. The name of anyone who currently has permission to access your information through myUIU will be displayed.
6. Click on Grant/Change Permissions



7. Read through the Introduction and Instructions and click Next page.
8. Complete the Personal Information section of the form.
 - a. Enter the first and last name, email address, and relationship to indicate whose permissions you wish to rescind.

Section 1: Personal Information

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Answer the following questions for the person to whom you wish to grant permissions:

- 1. First Name *Required, Maximum characters allowed: 15
- 2. Middle Name Maximum characters allowed: 15
- 3. Last Name *Required, Maximum characters allowed: 30
- 4. Suffix
- 5. E-mail Address *Required, Format: x@x.xx
- 6. What is this person's relationship to you? *Required

Address

- 7. Address Line 1 Maximum characters allowed: 60
- 8. Address Line 2 Maximum characters allowed: 60
- 9. City Maximum characters allowed: 25
- 10. State
- 11. Zip Code Format: 12345 OR 12345-6789 OR 123456789 OR A1B 2C3
- 12. Country
- 13. If this individual is an employer or otherwise associated with a business or organization, list the business or organization name:

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- 9. Complete the Permissions Information section of the form. You will see instructions under Permission Dates.
 - a. Enter today's date in the Permission End Date box.
 - b. Answer No to each permissions category.

Section 2: Permissions Information

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Permission Dates

Permissions will begin upon processing of your request. The individual will receive an email notification with instructions for logging on.

You must select an end date for this individual's permissions. If you want his or her permissions to remain in place during your entire enrollment at UIU, enter a date approximate to your anticipated completion date. If permissions expire, you may reinstate them by completing the form again. You may also choose to rescind permissions earlier than the end date at any time. To rescind this individual's permissions, enter today's date in the end date, and answer No to each category.

- 1. Permission Start Date
- 2. Permission End Date *Required, Format: mm/dd/yyyy

Permission Categories

The following questions determine what this individual will see when he or she logs in to view your information.

- 3. Should this person be granted permissions to view your course schedule and related information? *Required Yes No
- 4. Should this person be granted permissions to view your financial information? *Required Yes No
- 5. Should this person be granted permissions to view your academic information, including but not limited to, grades and unofficial transcripts? *Required Yes No
- 6. Should this person be granted permissions to view holds on your account? This applies to any and all holds that may appear on your account, including those for financial, academic, and other reasons. *Required Yes No
- 7. Should this person be granted permissions to view your residence life information? This includes, but is not limited to, housing information. *Required Yes No

10. Click Next Page to review or change your answers before you submit.
11. Click Submit Permissions Form. You should receive an email confirmation that the submission was successful.
- 12. *Permission changes do not take effect right away.***
 - a. The University will process your request as soon as possible (during regular business hours)
 - b. Upon processing, the person's previous permissions will be expired.

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