Granting, Changing, or Rescinding Your FERPA Permissions

Contents

- What are FERPA Permissions?
- How do I grant someone permission to view my information?
- How do I view permissions I’ve granted?
- How do I change someone’s permissions?
- How do I rescind someone’s permissions before the expiration date?
- What if I don’t see the Academics tab?

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.

How do I grant someone permission to view my information?

Attention Mobile Users: If you are unable to access the FERPA Permissions link on your mobile device using the path below, try following the process under What if I don’t see the Academics tab? Otherwise, login using a desktop or laptop computer.

1. Login to your myUIU account
2. Click on the ACADEMICS tab
3. Click on Student Forms on the left
4. Click the down arrow to bring up the menu and click on Set FERPA Permissions
5. The FERPA Permissions portlet will open
6. Click Grant/Change Permissions to begin

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.

No Current or Future Permissions Defined

[Grant/Change Permissions button]

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.)

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.
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

Return to top
How do I view permissions I’ve granted?

1. Login to your myUIU account
2. Click on the ACADEMICS tab
3. Click on Student Forms on the left
4. Click the down arrow to bring up the menu and 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.

7. Click ‘see your defined permissions’ to see more information
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.
How do I change someone’s permissions?

1. Login to your myUIU account
2. Click on the ACADEMICS tab
3. Click on Student Forms on the left
4. Click the down arrow to bring up the menu and 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.
   b. You should also follow this process if you want to reinstate expired permissions.
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.
c. Enter the first and last name, email address, and relationship to indicate whose permissions you wish to change.

9. Complete the Permissions Information section of the form. You will see instructions under Permission Dates.
   d. Select a new expiration date for this person’s access.
   e. Answer Yes or No for each permissions category with the permissions you want this person to have going forward.
Section 2: Permissions Information

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

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.**
   - f. The University will process your request as soon as possible (during regular business hours)
   - g. Upon processing, the person’s previous permissions will be expired and the new permissions will take effect.

[Return to top]
How do I rescind someone’s permissions before the expiration date?

1. Login to your myUIU account
2. Click on the ACADEMICS tab
3. Click on Student Forms on the left
4. Click the down arrow to bring up the menu and 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.
   b. Enter the first and last name, email address, and relationship to indicate whose permissions you wish to rescind.
9. Complete the Permissions Information section of the form. You will see instructions under Permission Dates.
   c. Enter **today's date** in the Permission End Date box.
   d. Answer **No** to each permissions category.
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.
   e. The University will process your request as soon as possible (during regular business hours)
   f. Upon processing, the person’s previous permissions will be expired.

What if I don't see the ACADEMICS tab?

1. If you have not yet registered for your first classes at UIU but you have your myUIU account, you can still access the Set FERPA Permissions portlet.
2. Login to your myUIU account.
   a. Mobile users: Click the ☰️ icon to see the menu
3. Click on the Admissions tab.
   a. Mobile users: Click the > icon at the bottom left to bring up the navigation
4. Click on the down arrow next to Welcome to Upper Iowa University to open the menu.
5. Click on Set FERPA Permissions to access the portlet.
6. You can now follow the processes above to Grant/Change/Rescind permissions.