# Granting, Changing, or Rescinding Your FERPA Permissions

## Contents

## 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**
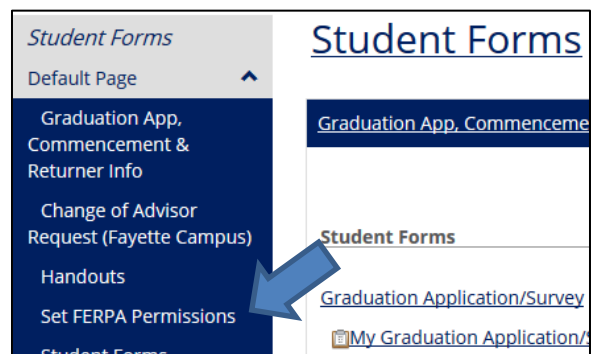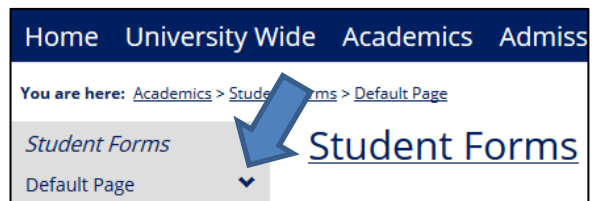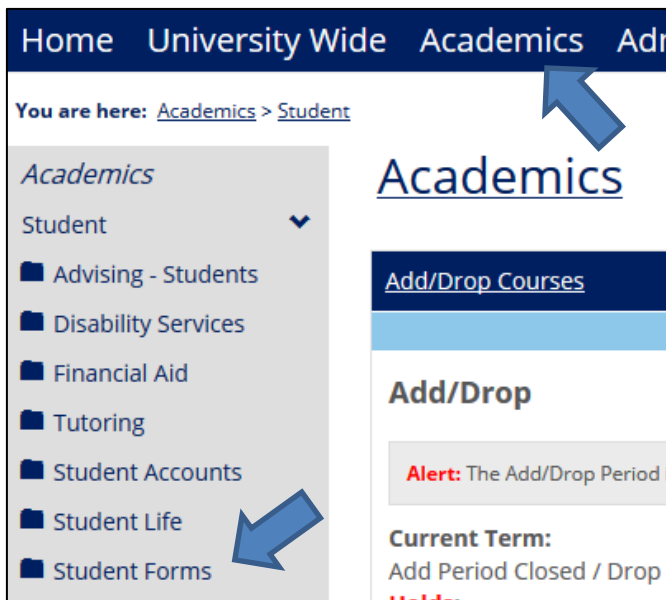


5. The FERPA Permissions portlet will open

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 ]

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 | Select One ▼ | |
| 5. E-mail Address | | *Required, Format: x@x.xx |
| 6. What is this person's relationship to you? | Select One ▼ | *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 | Select One ▼ | |
| 11. Zip Code | | Format: 12345 OR 12345-6789 OR 123456789 OR A1B 2C3 |
| 12. Country | Select One ▼ | |
| 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**

**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 **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**
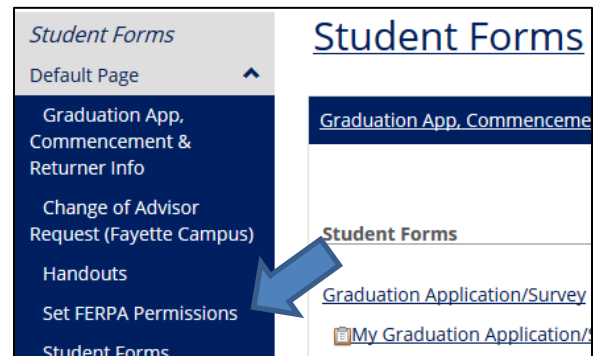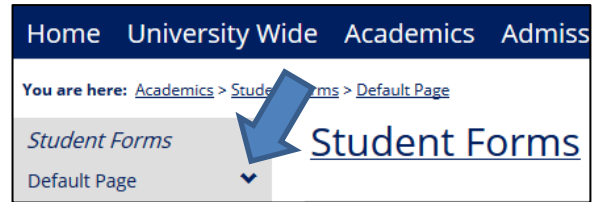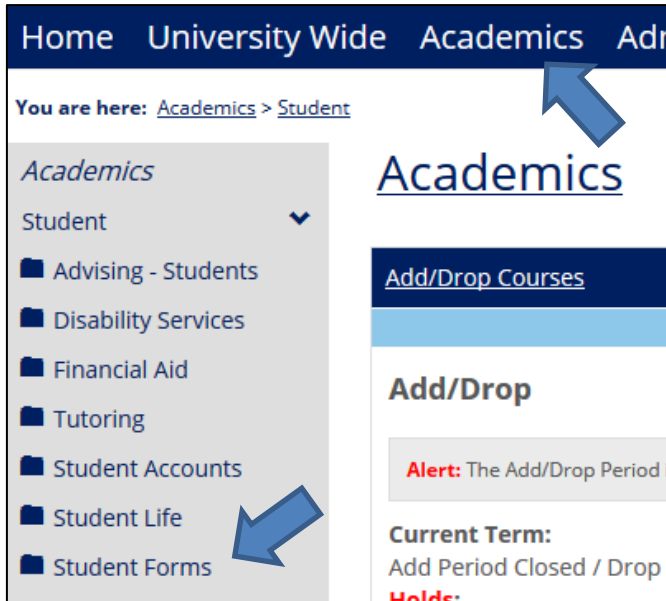


5. The FERPA Permissions portlet will open
6. The name of anyone who currently has permission to access your information through myUIU will be displayed.
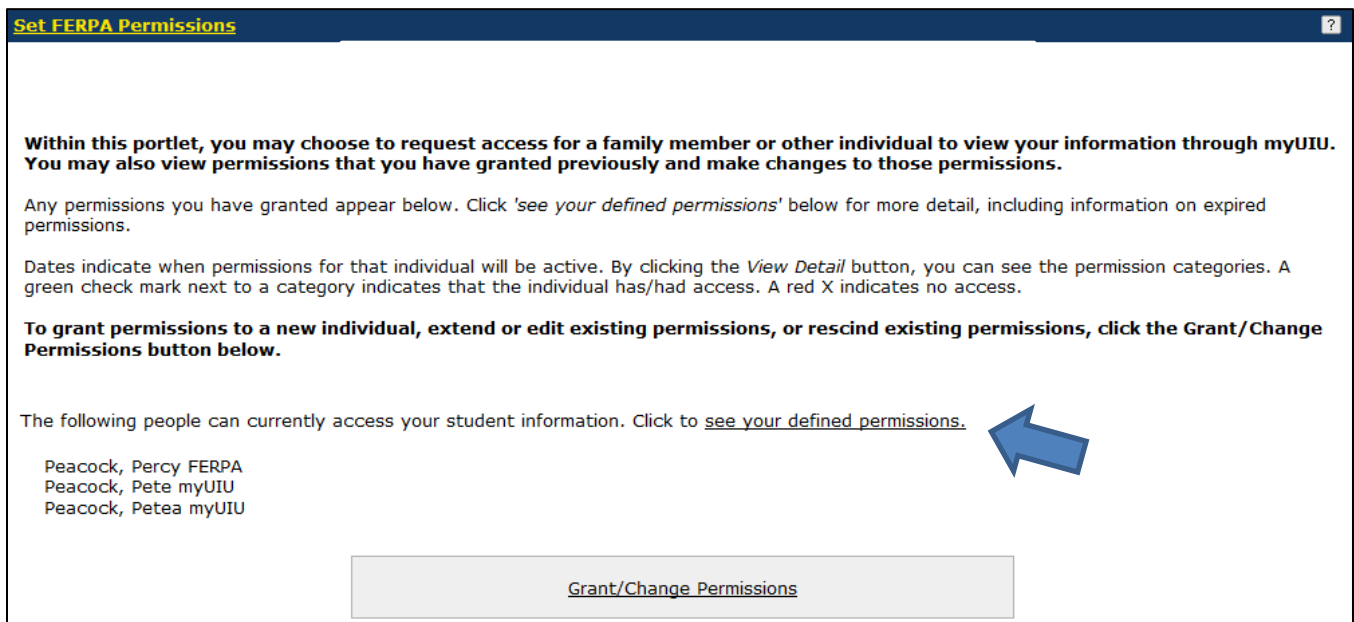


7. Click 'see your defined permissions' to see more information

**Your Current Permissions**

| Name | Access status | Access to | More info |
|---|---|---|---|
| Peacock, Pam myUIU ℹ️✉ | *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 ℹ️✉ | **Has access** (until 5/30/2018) | Everything | View detail |
| Peacock, Petea myUIU ℹ️✉ | **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.

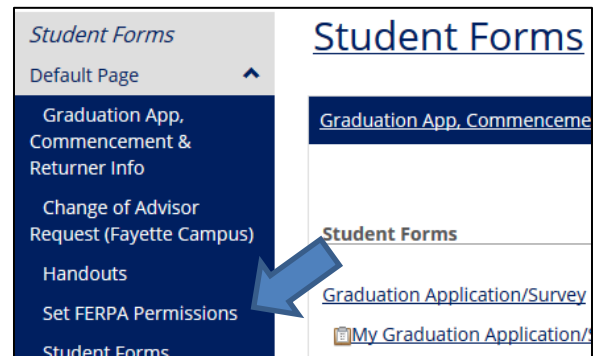**Permissions For**

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

**Notes**
Upper Iowa University

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

Close

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# 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**
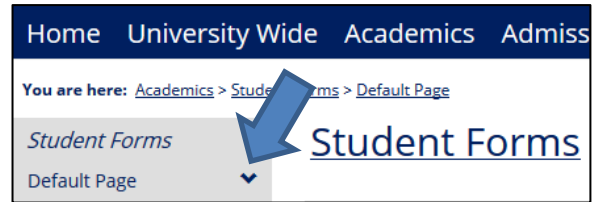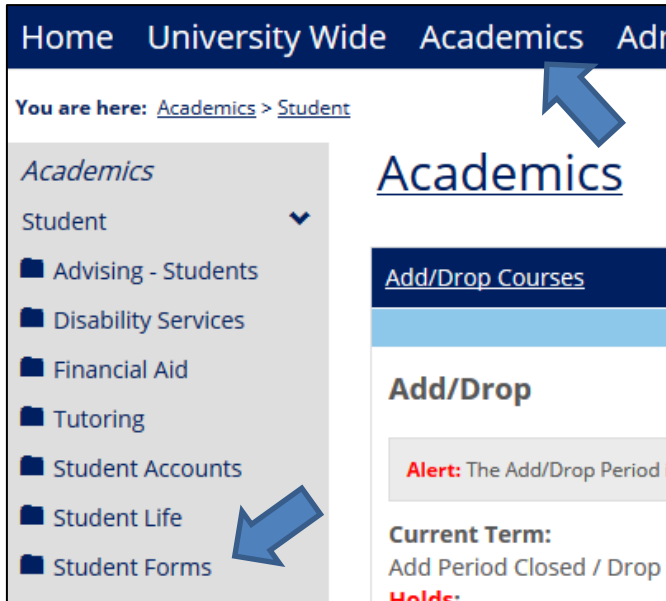


5. The FERPA Permissions portlet will open
   a. The name of anyone who currently has permission to access your information through myUIU will be displayed.
   b. You should also follow this process if you want to reinstate expired permissions.
6. Click on Grant/Change Permissions
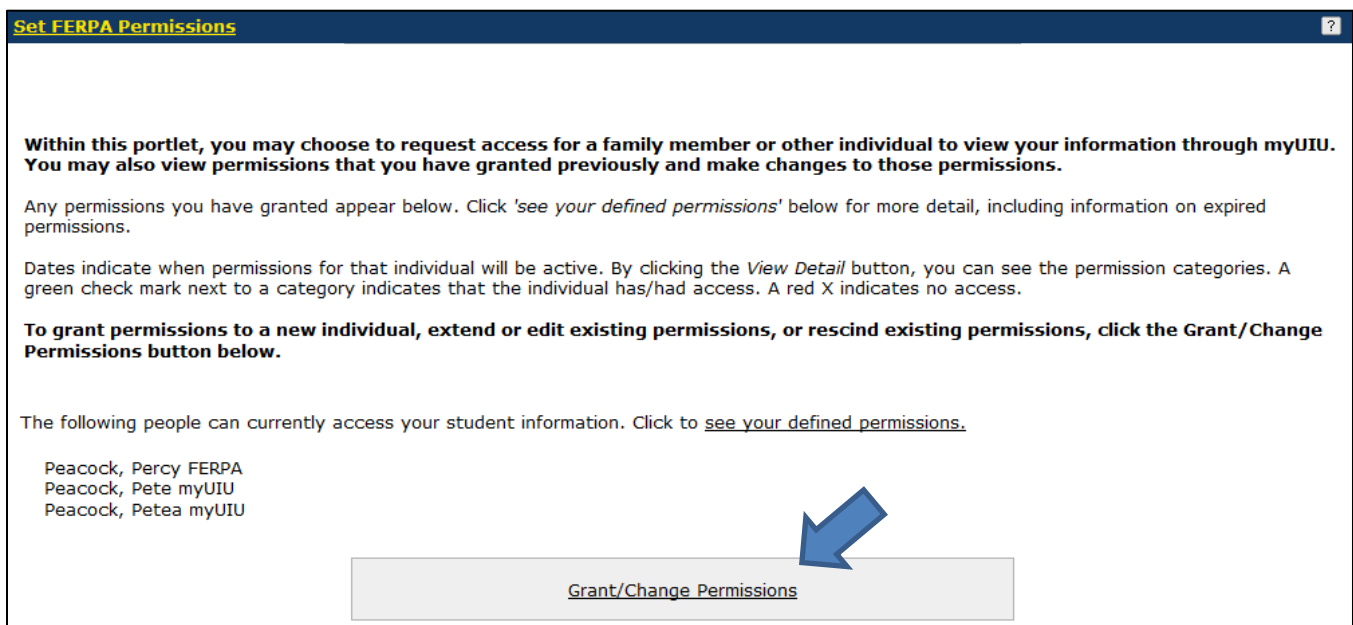


7. Read through the Introduction and Instructions and click Next page.
8. Complete the Personal Information section of the form.

c. Enter the first and last name, email address, and relationship to indicate whose permissions you wish to change.

## Section 1: Personal Information

Page 1 of 2

**Answer the following questions <u>for the person to whom you wish to grant permissions:</u>**

| | | |
|---|---|---|
| 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 | Select One ▼ | |
| 5. E-mail Address | [ ] | *Required, Format: x@x.xx |
| 6. What is this person's relationship to you? | Select One ▼ | *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 | Select One ▼ | |
| 11. Zip Code | [ ] | Format: 12345 OR 12345-6789 OR 123456789 OR A1B 2C3 |
| 12. Country | Select One ▼ | |

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.
    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        **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.***
       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.

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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 **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**
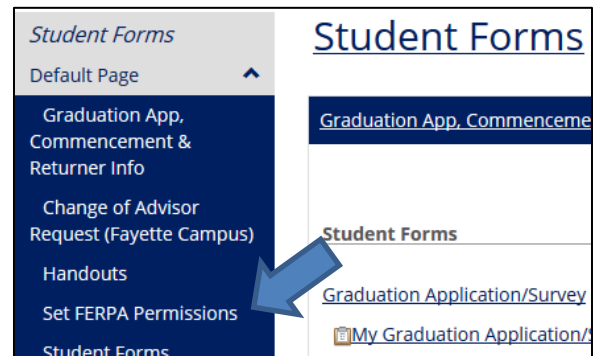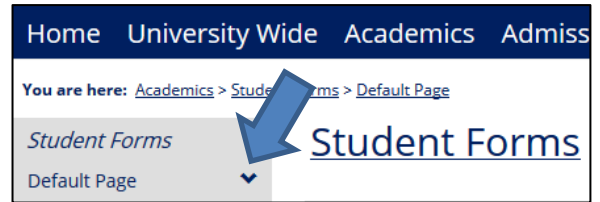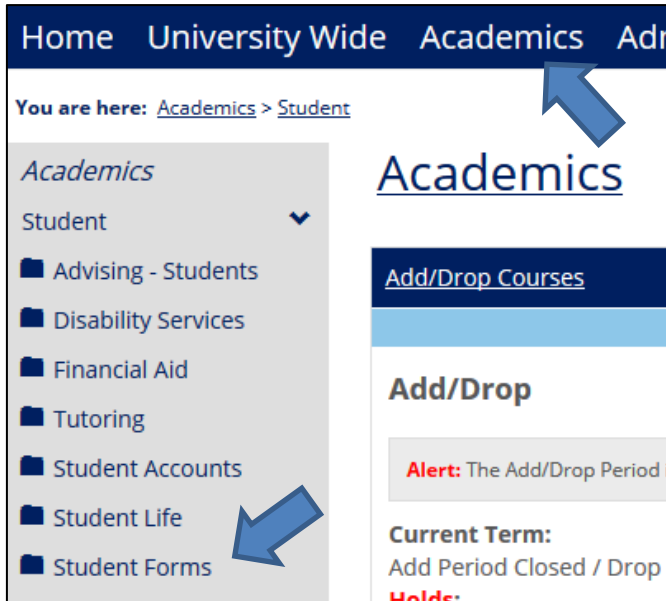


5. The FERPA Permissions portlet will open
   a. The name of anyone who currently has permission to access your information through myUIU will be displayed.
6. Click on Grant/Change Permissions
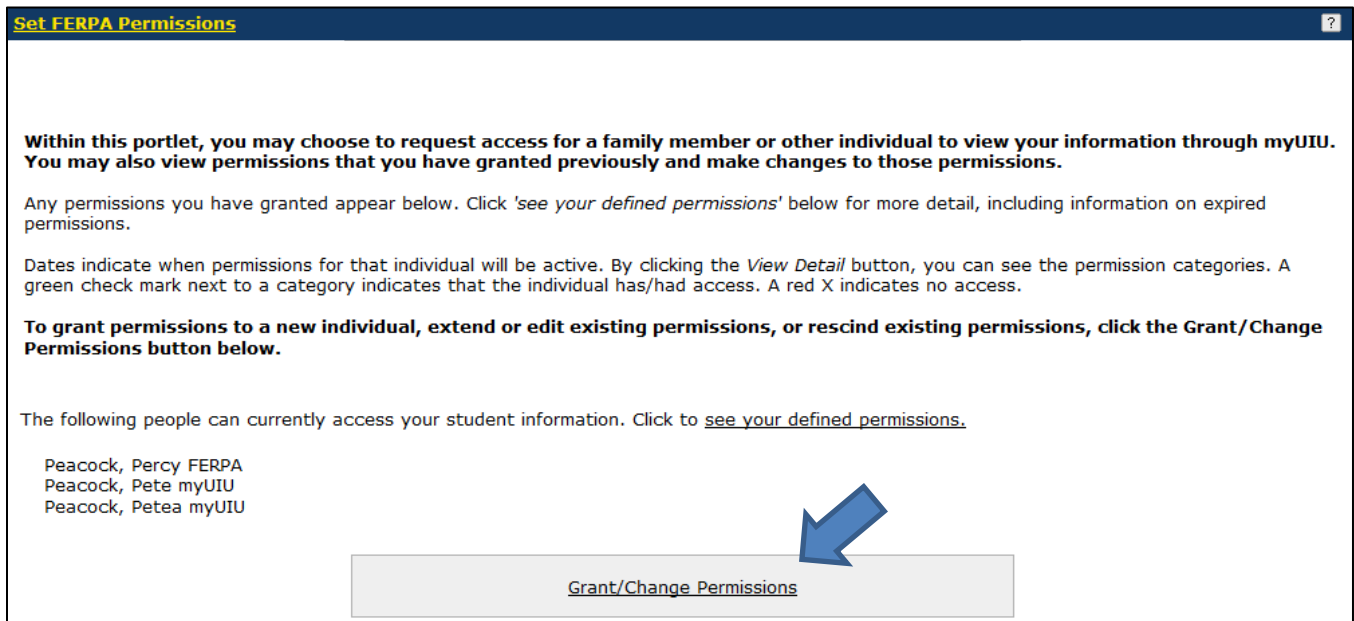


7. Read through the Introduction and Instructions and click Next page.
8. Complete the Personal Information section of the form.
   b. Enter the first and last name, email address, and relationship to indicate whose permissions you wish to rescind.

**Section 1: Personal Information**

Page 1 of 2

**Answer the following questions <u>for the person to whom you wish to grant permissions:</u>**

   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                            Select One

   5. E-mail Address                           *Required, Format: x@x.xx

   6. What is this person's relationship to you?    Select One           *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                            Select One

   11. Zip Code                         Format: 12345 OR 12345-6789 OR 123456789 OR A1B 2C3

   12. Country                       Select One

   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.

    c. Enter **today's date** in the Permission End Date box.

    d. Answer **No** to each permissions category.

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**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.***
    e. The University will process your request as soon as possible (during regular business hours)
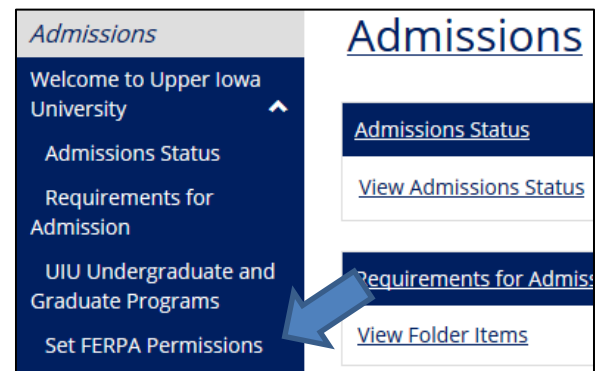    f. Upon processing, the person's previous permissions will be expired.

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# 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.



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