

# Additional Authorized Access / Third Party FERPA Release Overview

## [Additional Authorized Access \(See Page 2 for step-by-step instructions\)](#)

UMKC students can grant others direct and **authorized online access to their student information**, including, but not limited to academic, financial aid, and student financial information.

By authorizing Additional Authorized Access to a member, a student acknowledges that the University is not responsible for any unauthorized disclosure of their information by that member.

## [Third Party FERPA Release \(See Page 5 for step-by-step instructions\)](#)

The Family Educational Rights and Privacy Act (Buckley Amendment) prohibits access to or release of educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please see these web sites for full explanation and regulatory exceptions:

[http://www.umkc.edu/registrar/records/ferpa\\_students.asp](http://www.umkc.edu/registrar/records/ferpa_students.asp) or

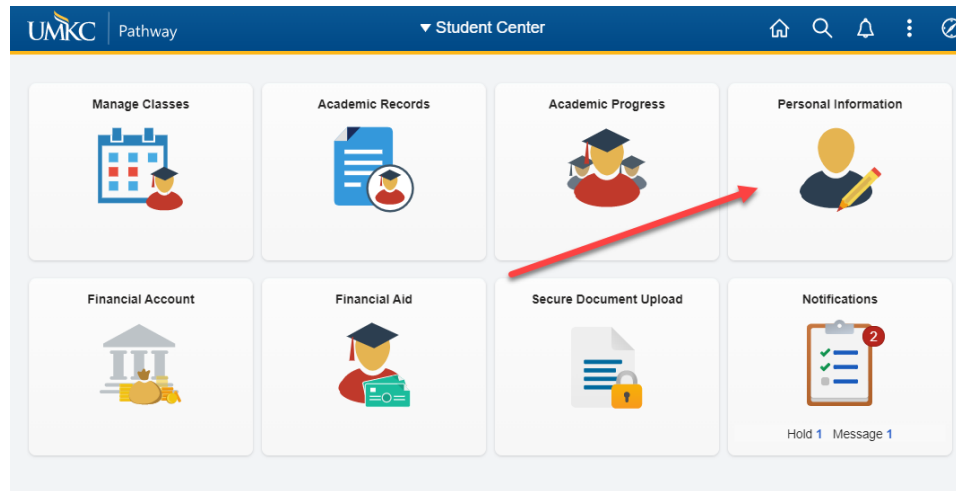
[http://www.umsystem.edu/ums/rules/collected\\_rules/information/ch180/180.020\\_student\\_records](http://www.umsystem.edu/ums/rules/collected_rules/information/ch180/180.020_student_records)

Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. Release of information is not required by law.

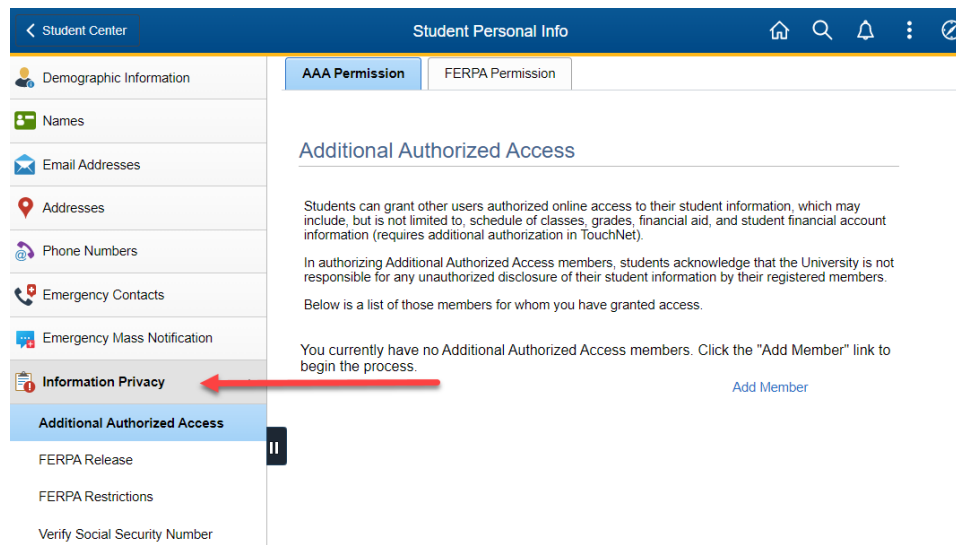
Also, **this release allows verbal access only**. Student's signature will be necessary for any written or printed documentation such as grades. All permissions granted will stay in effect until removed by the student.

# Allow for Additional Authorized Access

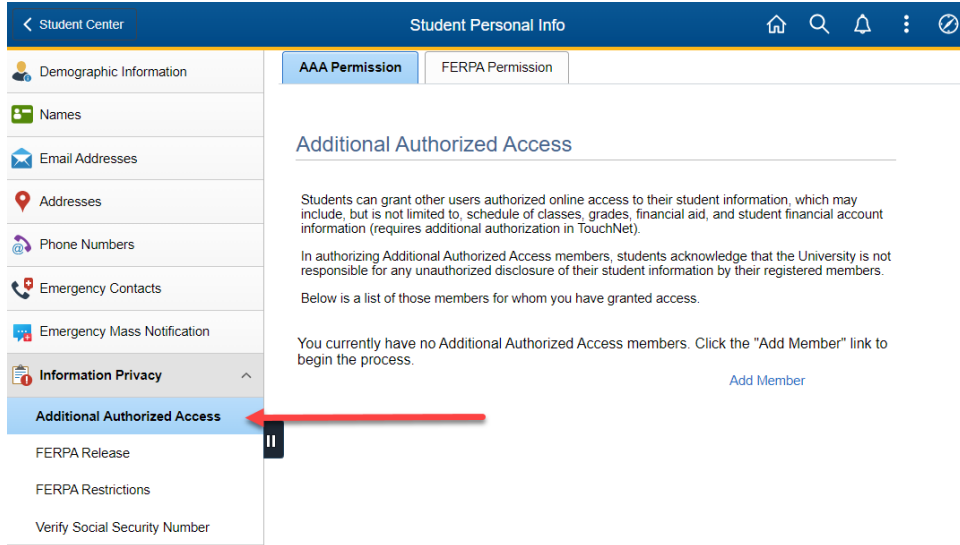
1. Navigate to the **Additional Authorized Access** screen.
  - a. Click on the **Personal Information** tile



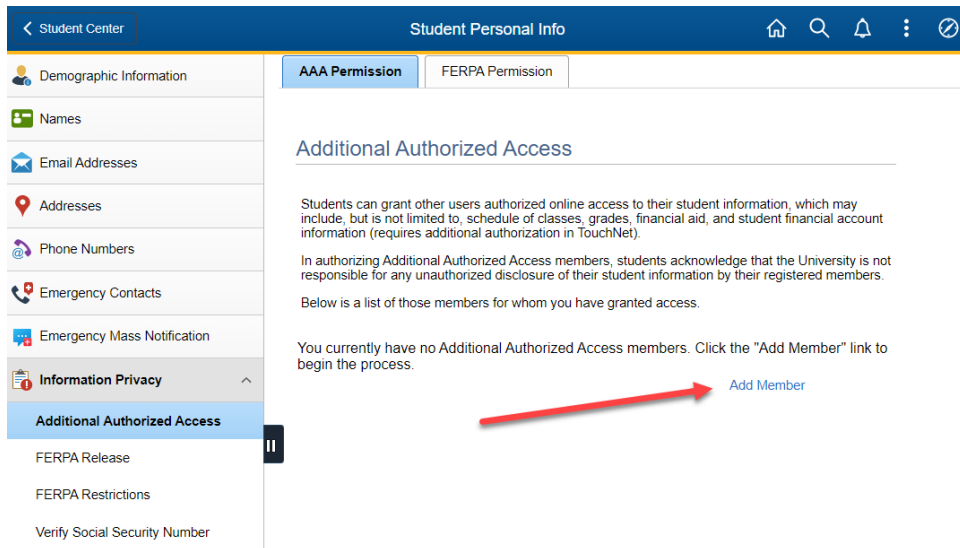
- b. Click on the **Information Privacy** dropdown.



- c. Click on **Additional Authorized Access**



## 2. Select **Add Member**



- Fill out the name and e-mail address of the individual you are granting additional authorized access. Then, check the boxes corresponding with the information you would like this individual to have access to. After completing the access information, click save. To learn more about the options, click on "Explain These Options."

**Additional Authorized Access**
1 of 1 ▾

[Delete](#)

Name

E-Mail Address

Confirm E-Mail

**Access Granted**

Campus Finances

Academic Information

Directory Information

Financial Aid

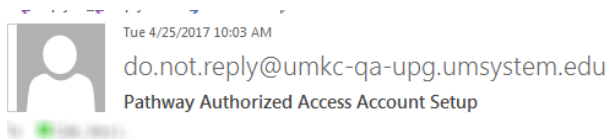
[Explain These Options](#)

[Add Member](#)

[Save](#)



- Once access is granted, an e-mail is sent to the address specified in the previous step. The individual receiving the access will choose the link in the e-mail to proceed.



An account for Additional Authorized Access to UMKC student information has been created for you by [REDACTED].

Please follow this link to finish the account setup and create a password:

[Additional Authorized Access Account Setup](#)

After you have finished the account setup, you will be directed to Pathway where you can access your student's information. You can also access Pathway directly at the following link:

[Additional Authorized Access Log-In](#)

Please note: For security purposes this link will expire if not used within 24 hours. If the link is expired, you will be directed to the sign-on page. Click the "Forgot Your Password?" link and use the password reset process to regenerate a new link.

Thank you and welcome to the UMKC community!

5. The individual is directed to set-up their account and password.

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UM Additional Auth Access

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Authorized Access Password Setup

In order to complete the account setup, please create a password for your account. In order to maximize the security of your password, UMKC and UM-System request that you create a password that meets the following criteria:

**Passwords Cannot:**

- contain spaces
- be based on a word in the dictionary, or any other UM/campus related term
- be based on your e-mail address
- contain any part of your student's name or user id
- contain any symbols other than those listed below

**Passwords Must:**

- be 8 - 26 characters long.
- contain characters from 3 of the 4 following character sets:
  - Uppercase letters: (A - Z)
  - Lowercase letters: (a - z)
  - Numbers: (0 - 9)
  - Symbols: (? . , \_ - ~ + = \$ !)

Be creative! Create a password or phrase that is meaningful to you, but no one would be able to guess. Use simple symbol/numeric substitutions for letters: "3" for "e" or "E", etc.

Password:

Confirm Password:

[Save Your Password](#)

6. They will also be provided a link to the login page. Follow the specified links on the pages if the password is unknown.

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Additional Authorized Access Logon. Please enter your e-mail address and password.

E-Mail Address:

Password:

[Login](#)   [Forgot Your Password?](#)

7. The individual will then be directed to the additional authorized access portal where they will have access to the information granted by the student.

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Authorized Access
Student Privacy Rights
Helpful Links
Manage My Account

[Sign Out](#)

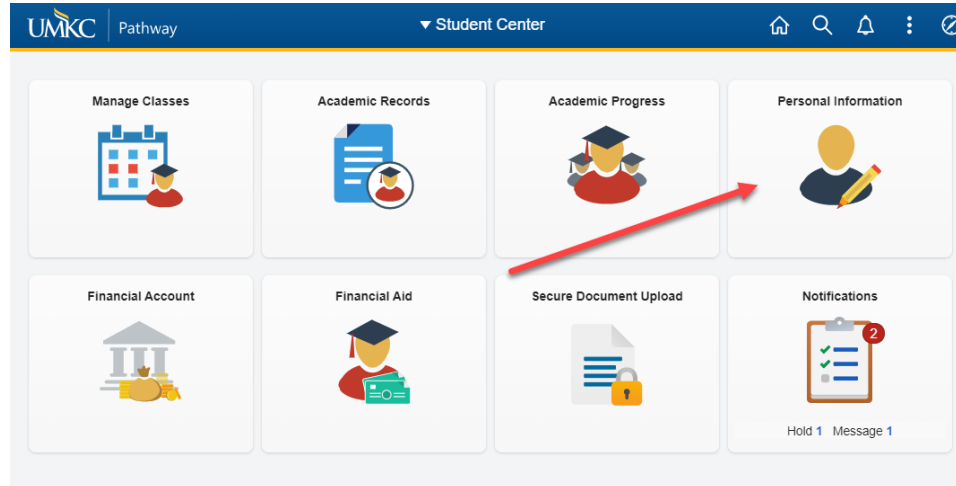
Additional Authorized Access

Below is a summary of the access you have been granted by your student, and your student is the only one who can add additional access. Select the links below to view the detailed information for each area.

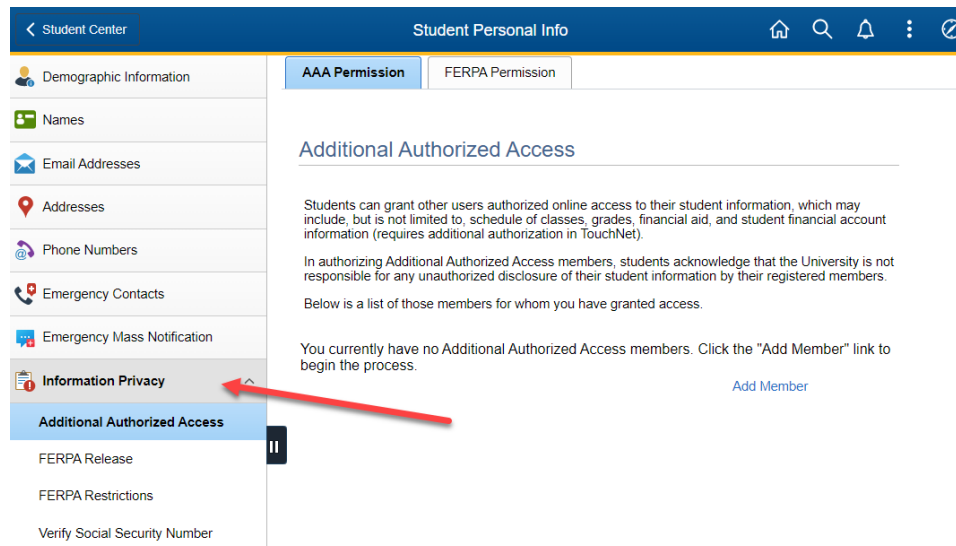
- Campus Finances
- Academic Information
- Directory Information
- Financial Aid
- Secure Document Upload

# Granting a Third Party FERPA Release

1. Navigate to the **FERPA Permission** screen.
  - a. Click on the **Personal Information** tile



- b. Click on the **Information Privacy** dropdown



- c. Click on the **FERPA Release** link

Student Center Student Personal Info

Demographic Information

Names

Email Addresses

Addresses

Phone Numbers

Emergency Contacts

Emergency Mass Notification

Information Privacy

Additional Authorized Access

**FERPA Release**

FERPA Restrictions

Verify Social Security Number

AAA Permission FERPA Permission

### FERPA Permission (Verbal Access)

The **Family Educational Rights and Privacy Act** (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please see these web sites for full explanation and regulatory exceptions: [http://www.umkc.edu/registrar/records/ferpa\\_students.asp](http://www.umkc.edu/registrar/records/ferpa_students.asp) or [http://www.umsystem.edu/ums/rules/collected\\_rules/information/ch180/180.020\\_student\\_records](http://www.umsystem.edu/ums/rules/collected_rules/information/ch180/180.020_student_records)

Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all nondirectory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. Release of information is not required by law.

Also, this release allows verbal access only. Student's signature will be necessary for any written or printed documentation such as grades. All permissions granted will stay in effect until they are removed by the student.

FERPA Permission (Verbal Access)

Name  + -

Phone

Relationship

Save

2. On the FERPA Permission page, fill out the name, phone number, and relationship for whoever you are granting third party permission. After completing the information for access, choose Save.

FERPA Permission (Verbal Access)

Name  + -

Phone

Relationship

Save

3. To remove third party permission from an individual click on the “minus” icon on the right side of the page and click save. To add another third party permission release, click on the “plus” sign.