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)

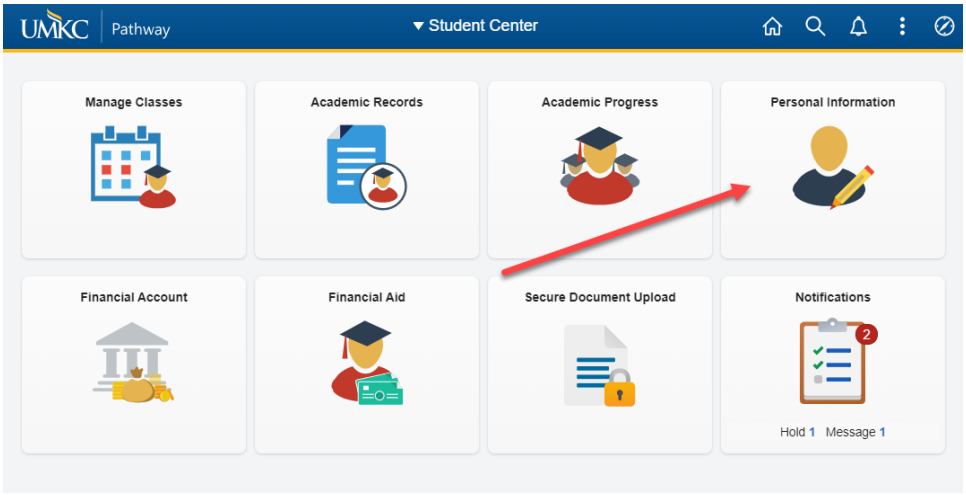
The Family Educational Rights and Privacy Act (Buckley Amendment) prohibits access to or release of educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such 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 or
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.

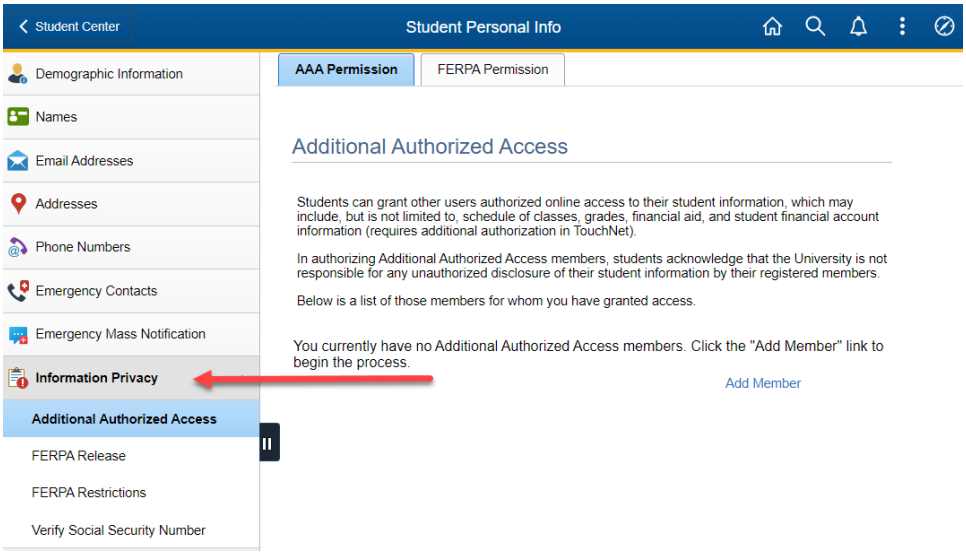
Also, **this release allows verbal access only**. Student's signature will be necessary for any written or printed documentation such as grades. All permissions granted will stay in effect until removed by the student.

Allow for Additional Authorized Access

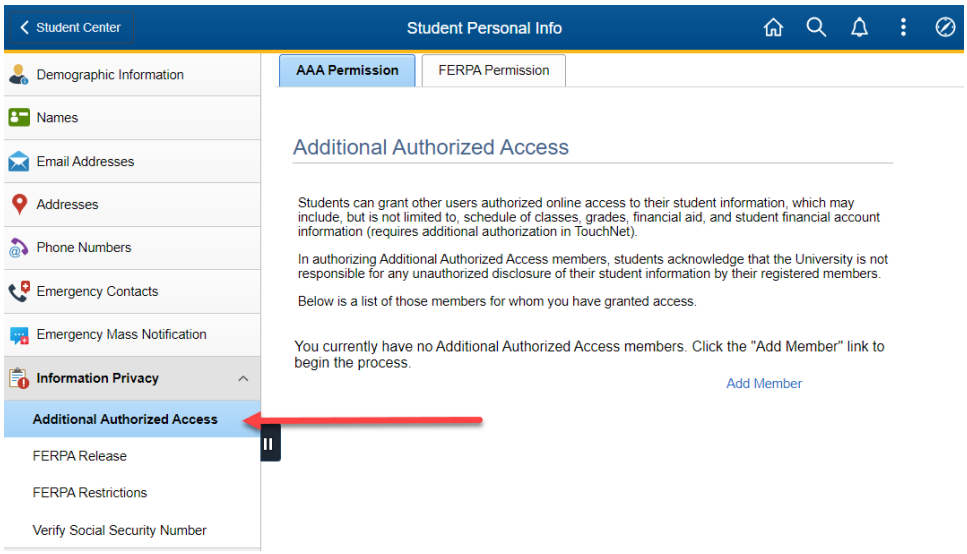
1. Navigate to the **Additional Authorized Access** screen.
    a. Click on the **Personal Information** tile



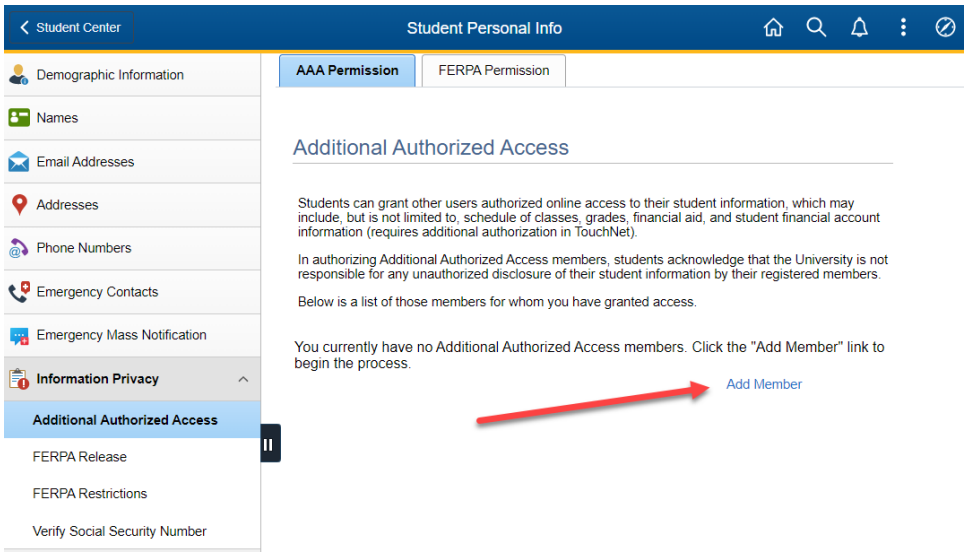
b. Click on the **Information Privacy** dropdown.



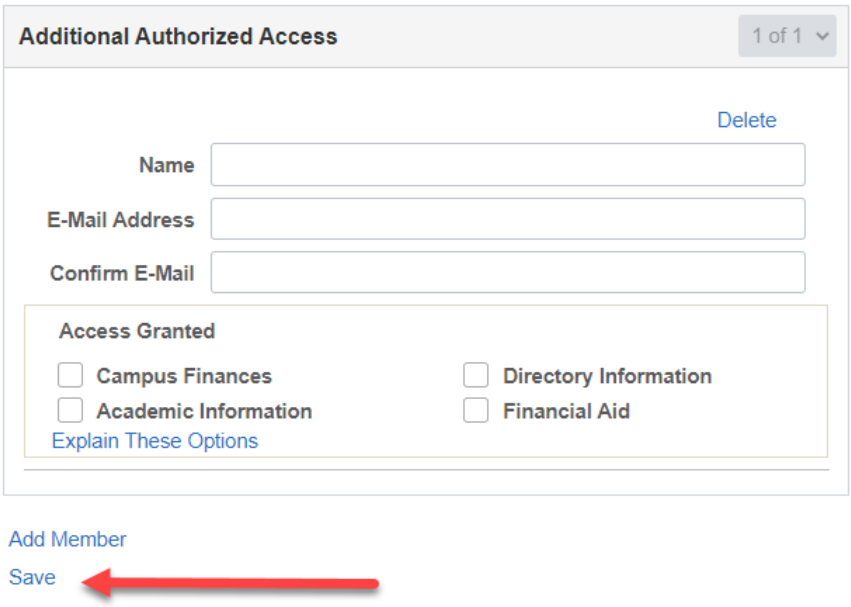
c. Click on **Additional Authorized Access**



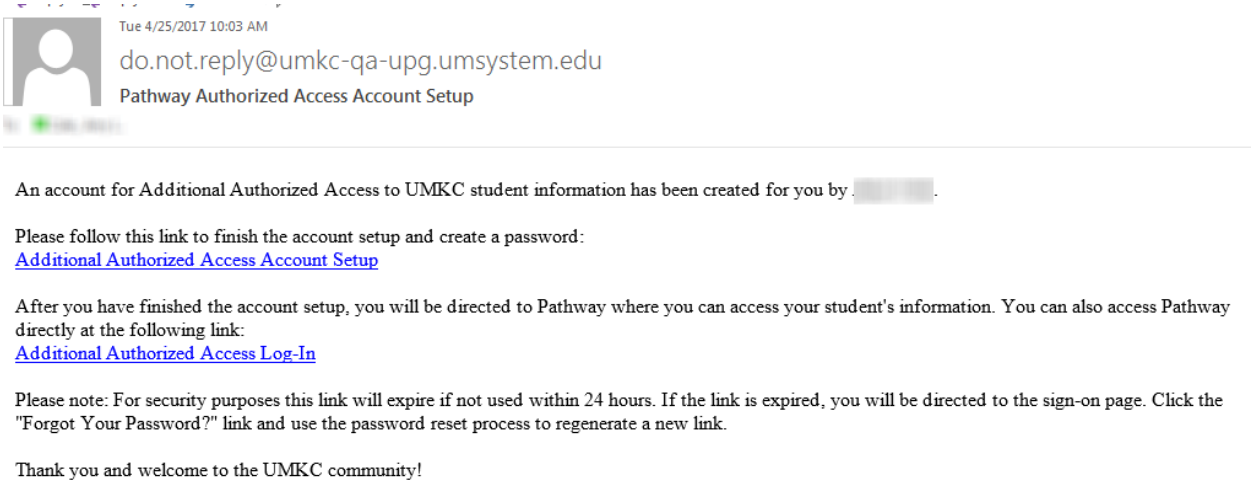
2. Select **Add Member**



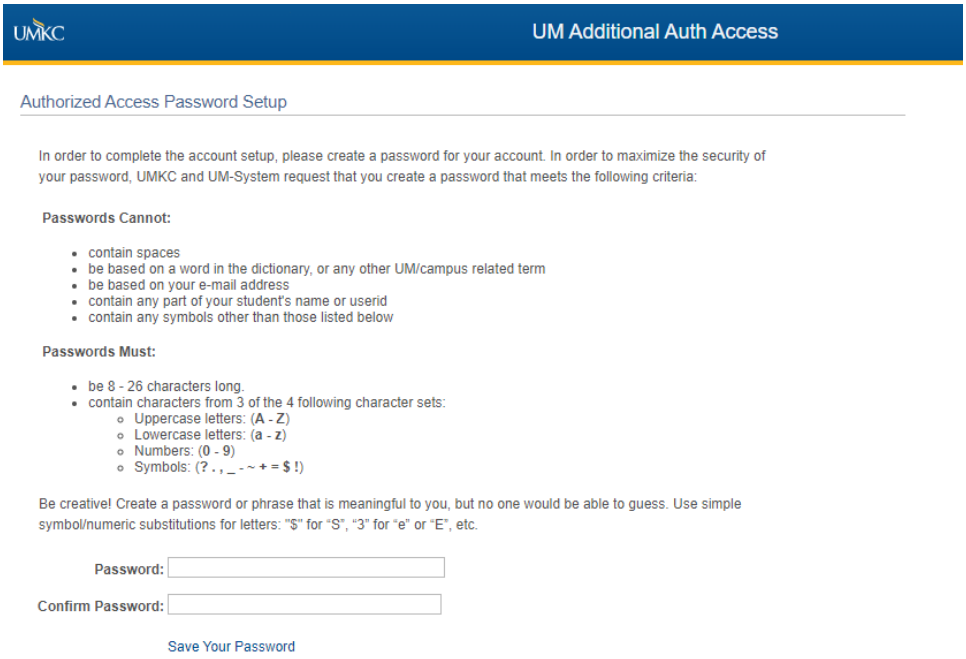
3. Fill out the name and e-mail address of the individual you are granting additional authorized access. Then, check the boxes corresponding with the information you would like this individual to have access to. After completing the access information, click save. To learn more about the options, click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



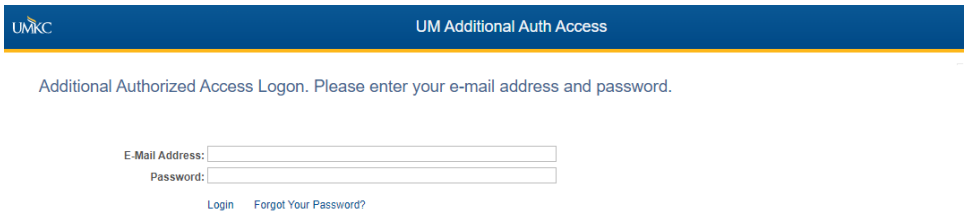
4. Once access is granted, an e-mail is sent to the address specified in the previous step. The individual receiving the access will choose the link in the e-mail to proceed.



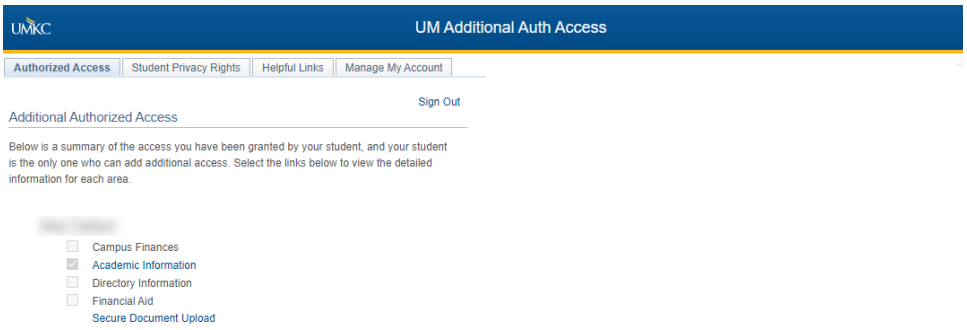
5. The individual is directed to set-up their account and password.



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

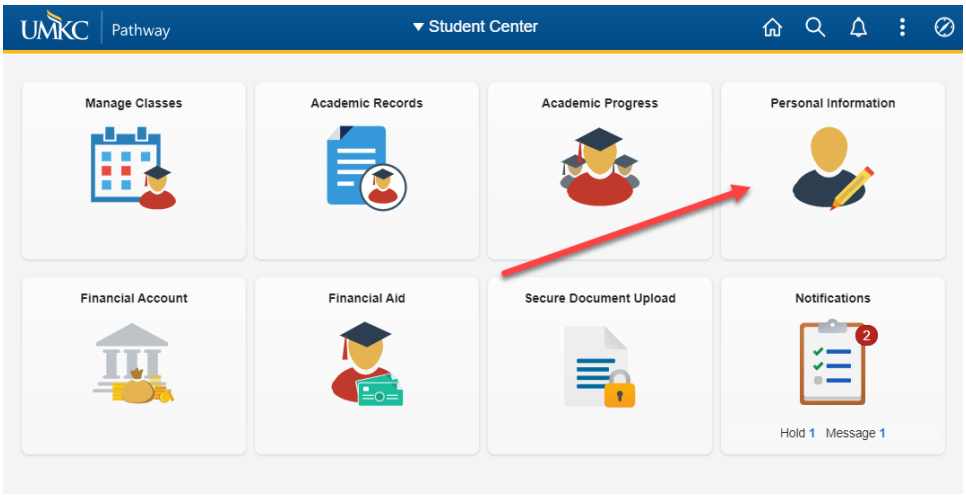


7. The individual will then be directed to the additional authorized access portal where they will have access to the information granted by the student.

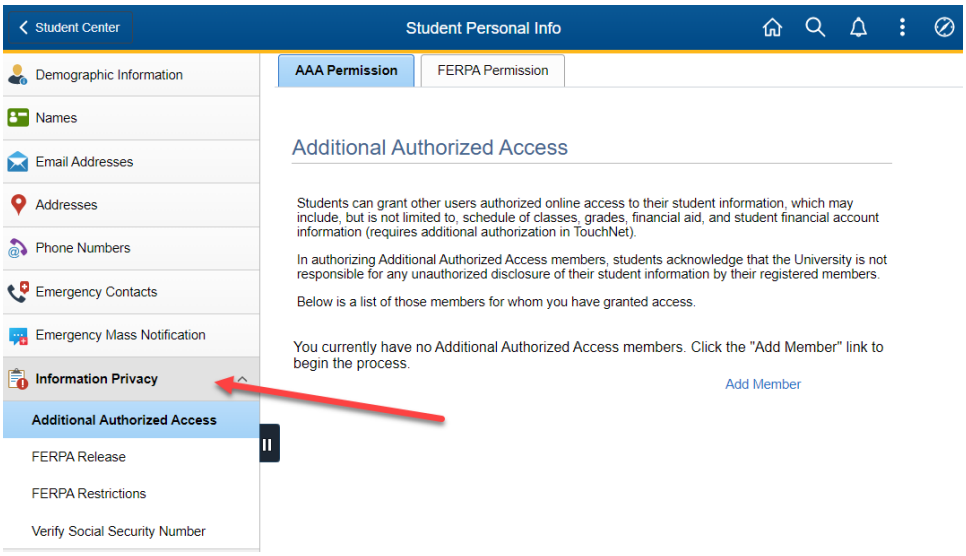


Granting a Third Party FERPA Release

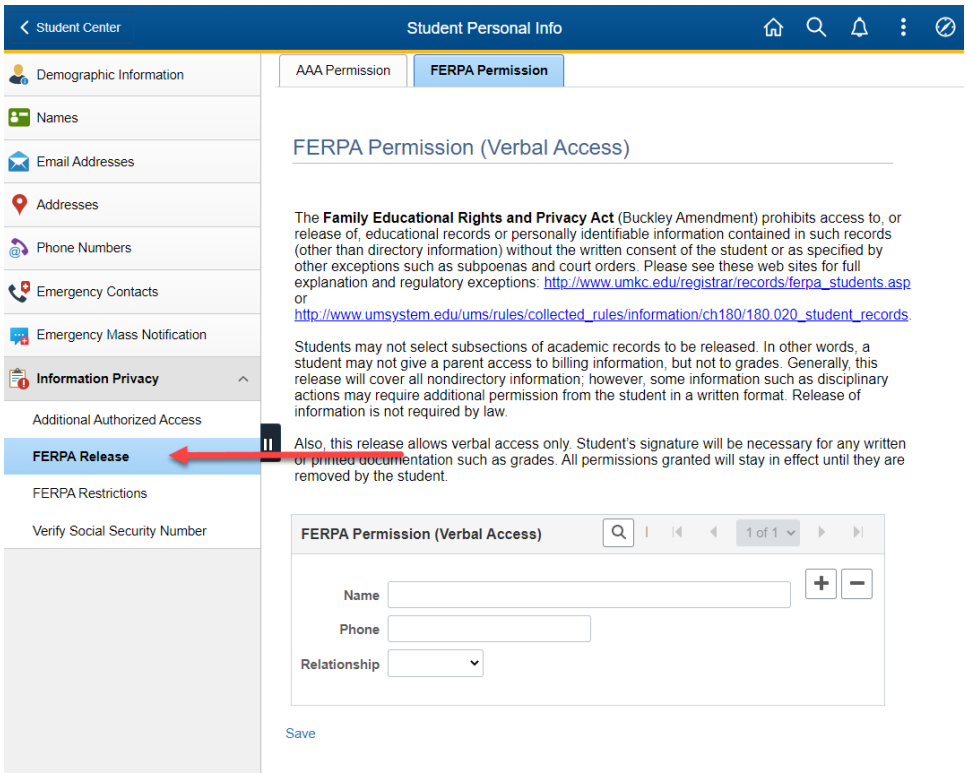
1. Navigate to the **FERPA Permission** screen.
    a. Click on the **Personal Information** tile



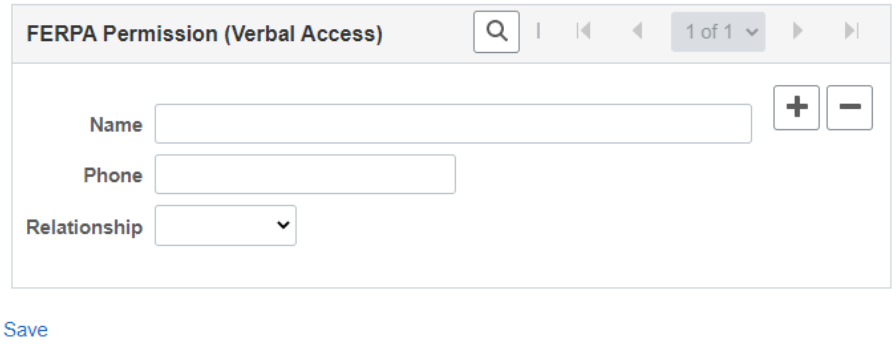
b. Click on the **Information Privacy** dropdown



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



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.



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.