My Financial Aid Portal

How do I create a FERPA release authorization?

STEP 1:

Log into the My Financial Aid student portal.

STEP 2:

Click on "Documents" in the navigation bar at the top of the homepage.

STEP 3:

Click on the "Upload a non-requested document" link in the description under the "Documents" page title.

STEP 4:

Select "FERPA Release" from the list of document names.

STEP 5:

Select "Student" as the document owner(s) and "Lifetime" as the award year.

STEP 6:

In the "Enter Document Data" section, list the name of the parent or guardian you wish to grant a FERPA authorization for, today's date, and a password for the person you are authorizing. The FERPA authorization is a lifetime document, meaning you do not need to resubmit a new document each year. If you wish to remove a FERPA authorization for your parent or guardian, you can delete the information entered in their entry.