# Authorization to Release Student Guide

As a student, you have the option to release/disclose your student record information to a designated person (e.g. parent or legal guardian). To do so, you may access the MySJSU portal to complete an Authorization to Release form for the designee(s). This guide provides the steps for you to give your designated person permission to have your information disclosed from your records (academic, financial aid, financial accounts, and housing). Go to Family Educational Rights and Privacy Act (FERPA) to learn more about how SJSU protects the privacy of your student records.

1. Login to MySJSU.

   a. Go to the **Personal Information** section.

   b. Click the Authorize to Release link.



2. Please read the information on the page to understand the following:

   a. Types of records you can choose to disclose.

   b. Who has access to view the authorization.

   c. Who is authorized to disclose to your designee.

   d. How to add or modify your designee.

   e. Information required from your designee to verify authorization.



**Create an Authorization to Release**  Return

👤 Sammy Spartan

Your student records which are maintained by San Jose State University are protected under the **Family Educational Rights and Privacy Act** (FERPA). FERPA gives you the right to provide consent to disclosures of your education records to designee(s), such as your parents, legal guardian, etc.

This authorization to release does not allow the sharing of SJSU ID and password information to your designated person or any other individual. It only allows campus officials to disclose information, from your education record, to your designated person.

Upon completing the form below, you are authorizing Admissions, Bursar's Office, Financial Aid and Scholarship Office, Office of the Registrar, and University Housing Services to disclose your records with your designee(s). Note that all university officials who have access to student records will be able to view this authorization page.
Admissions: May release information pertaining to your admission status.

Bursar's Office: May release charges, payments, and refunds posted on your student account, including financial aid, waiver and sponsor disbursements, etc.

Financial Aid and Scholarship Office: May release financial aid and scholarship information, including student account activity, awards and disbursements, and enrollment and academic data related to your eligibility for financial aid.

Office of the Registrar: May release academic record information, such as grades, enrollment, progress toward degree, academic standing, etc.
Note: Other departments with access to academic records may also release such information.

University Housing Services: May release housing financial, application and assignment information including charges and payments posted on your student account, application status and preferences and room assignment.
Adding or modifying a designee:

- Enter the designee's first and last name
- Create a 4 digit numeric access code for the designee and share it only with that person
- Enter the date on which the designee's access will expire
- To add a designee, click the '+' button
- To remove a designee, click the '-' button
- Click the 'Save' button to save your entries and/or changes

Before your student information may be released, your designee *will be required to:* identify themselves, provide your student name and ID, and their access code to confirm they are your authorized designee.

Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your designee may no longer be valid.

3. To add your first designee:

   a. Enter the designee's **First and Last name**.

   b. Create a **4 digit access code without leading zeros** for the designee and share it only with that person.

   c. Enter the **date** on which the designee's access will **expire**.

      i. You can enter a minimum of 1 day and a maximum of 365 days from date of entry.

      ii. You can return to this page to <span style="color:red">shorten or extend the access period at any time</span>.



4. Click the 🔍 icon to select the **Department** of the record you wish to authorize. You have the option of selecting the following:

   a. Admissions

   b. Bursar's Office

   c. Financial Aid and Scholarship Office

   d. Office of the Registrar

   e. University Housing Services

5. Click the 🔍 icon to select the **Records to Release**.
   a. Each department will have different types of records you may select to release to your designee.
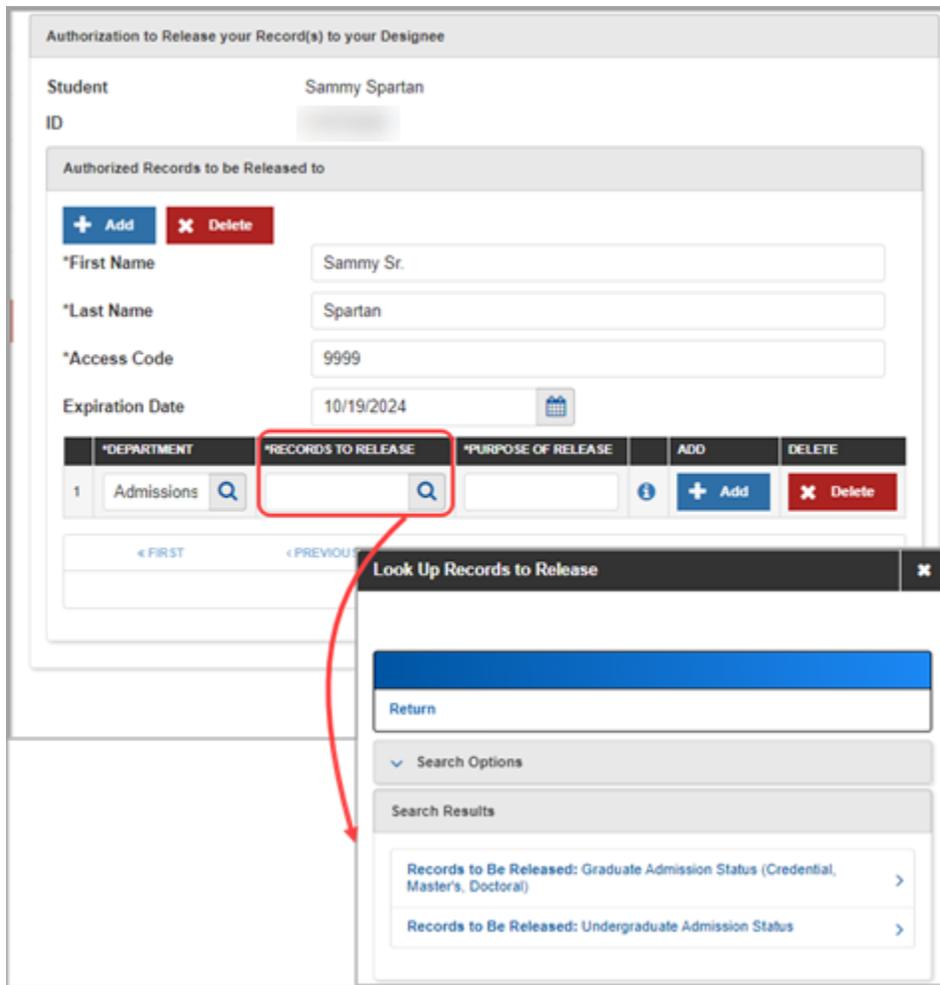
Authorization to Release your Record(s) to your Designee

| Student | Sammy Spartan |
| --- | --- |
| ID | |

**Authorized Records to be Released to**

[+ Add]  [✗ Delete]

| *First Name | Sammy Sr. |
| --- | --- |
| *Last Name | Spartan |
| *Access Code | 9999 |
| Expiration Date | 10/19/2024 📅 |

| | *DEPARTMENT | *RECORDS TO RELEASE | *PURPOSE OF RELEASE | | ADD | DELETE |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Admissions 🔍 | 🔍 | | ℹ | + Add | ✗ Delete |

« FIRST    ‹ PREVIOUS

**Look Up Records to Release**    ✖

Return

⌄ Search Options

Search Results

Records to Be Released: Graduate Admission Status (Credential, Master's, Doctoral)    ›

Records to Be Released: Undergraduate Admission Status    ›

6. In the **Purpose of Release**, enter the purpose/reason of the release for this designee. This is a required free text field.

   *For example:*
   *Provide support on admission's application process.*
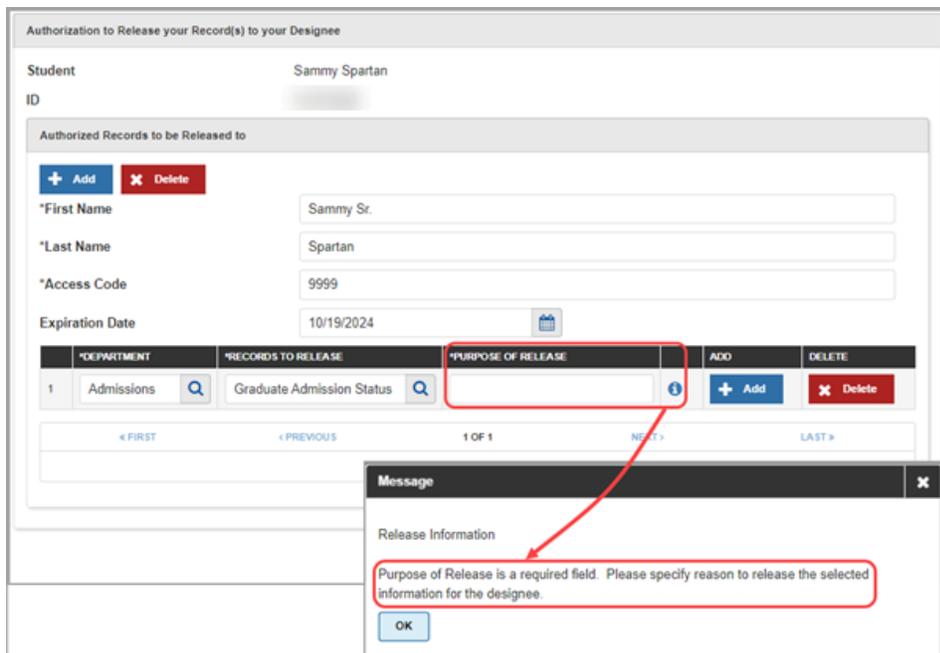
Authorization to Release your Record(s) to your Designee

| Student | Sammy Spartan |
| --- | --- |
| ID | |

**Authorized Records to be Released to**

[+ Add]  [✗ Delete]

| *First Name | Sammy Sr. |
| --- | --- |
| *Last Name | Spartan |
| *Access Code | 9999 |
| Expiration Date | 10/19/2024 📅 |

| | *DEPARTMENT | *RECORDS TO RELEASE | *PURPOSE OF RELEASE | | ADD | DELETE |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Admissions 🔍 | Graduate Admission Status 🔍 | | ℹ | + Add | ✗ Delete |

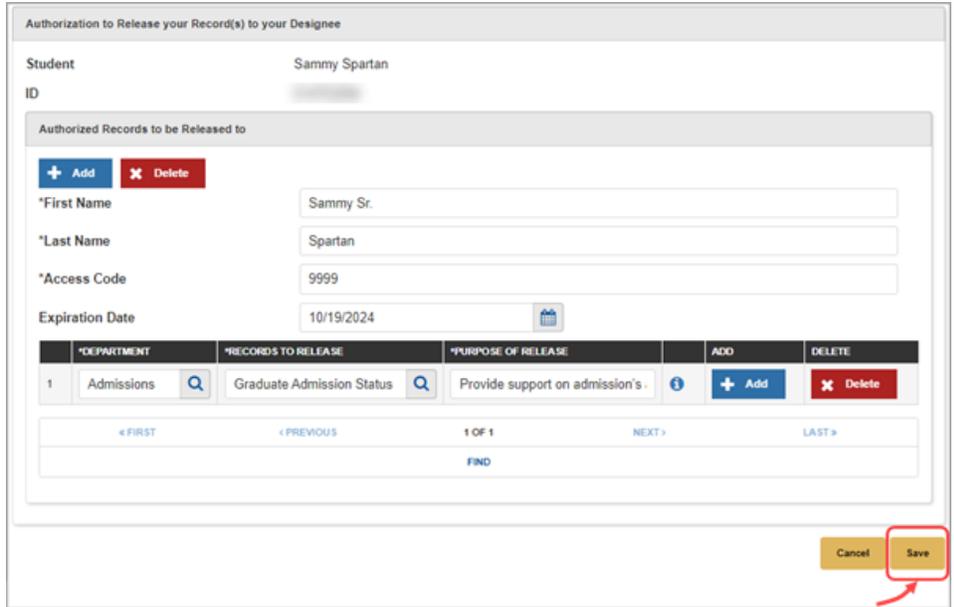« FIRST    ‹ PREVIOUS    1 OF 1    NEXT ›    LAST »

**Message**    ✖

Release Information

Purpose of Release is a required field. Please specify reason to release the selected information for the designee.

[ OK ]

7. Click the **Save** button at any time when you are finished.



*Adding more authorized records.*

8. To add more department records to release to the same designee, click the **+ Add** button.
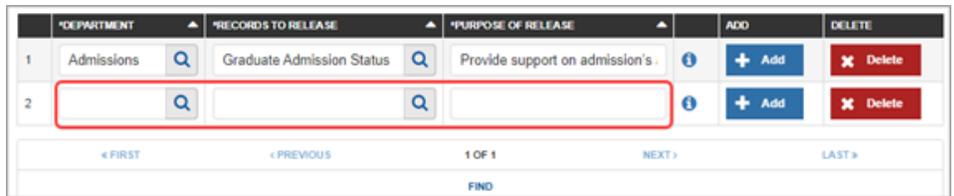


9. Select the **Department** and **Records to Release**. Fill in the **Purpose of Release**.



*Adding more designees.*

10. To add another designee, click the **+ Add** button next to the Expiration Date.

11. Enter designee information:
    a. Enter designee's **First and Last name**.
    b. Create a **4 digit access code without leading zeros** for the designee and share it only with that person.
    c. Enter the **date** on which the designee's access will **expire**.
        i. You can enter a minimum of 1 day and a maximum of 365 days from date of entry.
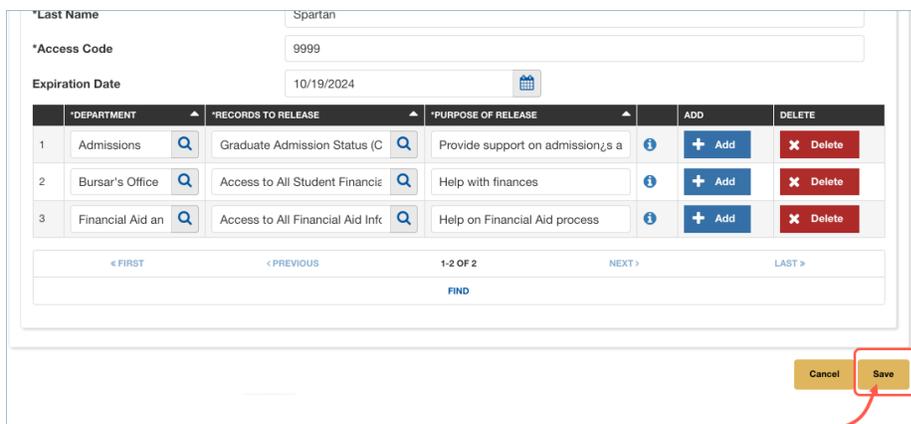        ii. You can return to this page to shorten or extend the access period.

12. Add authorized records to be released for the designee.
    a. Select the **Department** and **Records to Release**. Fill in the **Purpose of Release**.

13. Click the [Save] once you are done adding designees and the records to be released.

**Modifying Designee(s).**

14. To make changes:
    a. To *completely remove a designee*, click the [Delete] button right above the designee's name you want to remove.
    b. To *change the expiration date* for a designee, locate the designee row and click the [calendar] icon. Select a different Expiration Date for the designee.
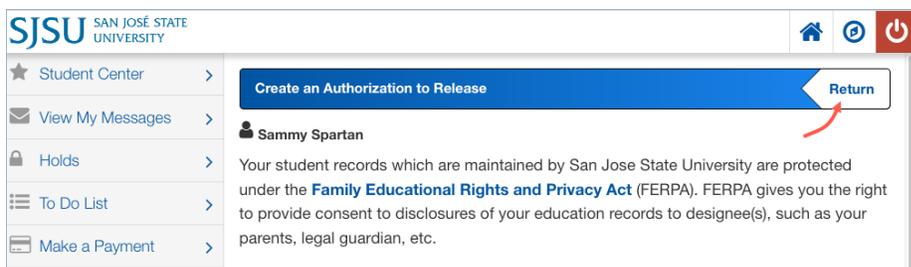    c. To *remove an authorized record* from the designee, locate the row and click the [Delete] button.

15. Click the **Save** button when you have finished adding/modifying designee(s) and the authorized records to be released for the designee(s).

| | *DEPARTMENT | *RECORDS TO RELEASE | *PURPOSE OF RELEASE | | ADD | DELETE |
|---|---|---|---|---|---|---|
| 1 | Admissions 🔍 | Graduate Admission Status (C 🔍 | Provide support on admission¿s a | ℹ | ➕ Add | ✖ Delete |
| 2 | Bursar's Office 🔍 | Access to All Student Financia 🔍 | Help with finances | ℹ | ➕ Add | ✖ Delete |
| 3 | Financial Aid an 🔍 | Access to All Financial Aid Info 🔍 | Help on Financial Aid process | ℹ | ➕ Add | ✖ Delete |

*Last Name: Spartan
*Access Code: 9999
Expiration Date: 10/19/2024

« FIRST    ‹ PREVIOUS    1-2 OF 2    NEXT ›    LAST »
FIND

Cancel    Save

16. To exit out of the Authorization to Release page, click **Return** at the top right of the page.

SJSU SAN JOSÉ STATE UNIVERSITY

Student Center ›
View My Messages ›
Holds ›
To Do List ›
Make a Payment ›

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17. You have successfully completed adding/modifying your authorization to release for your designee(s).