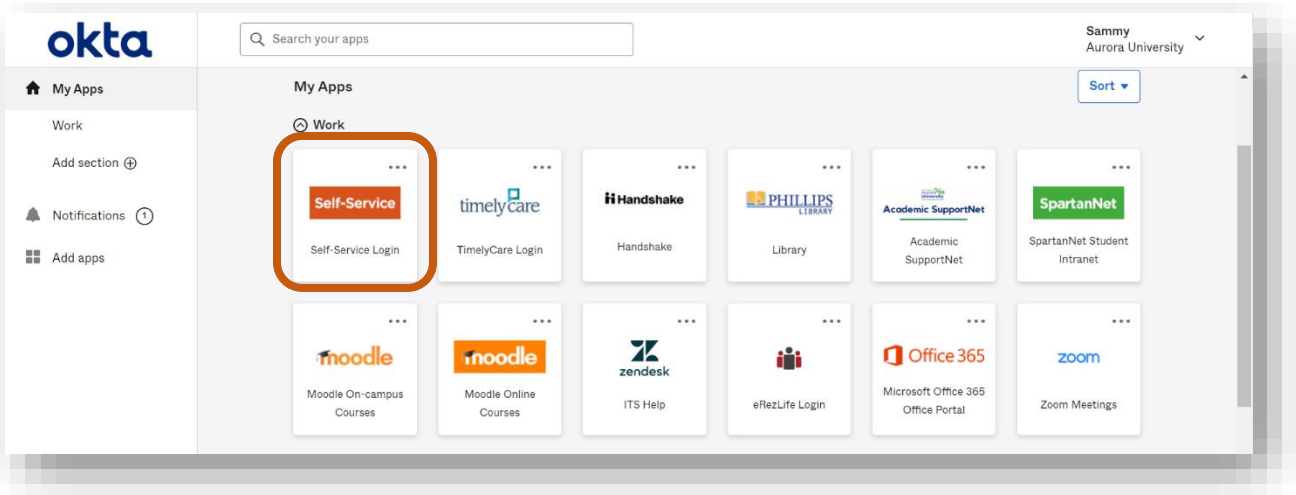
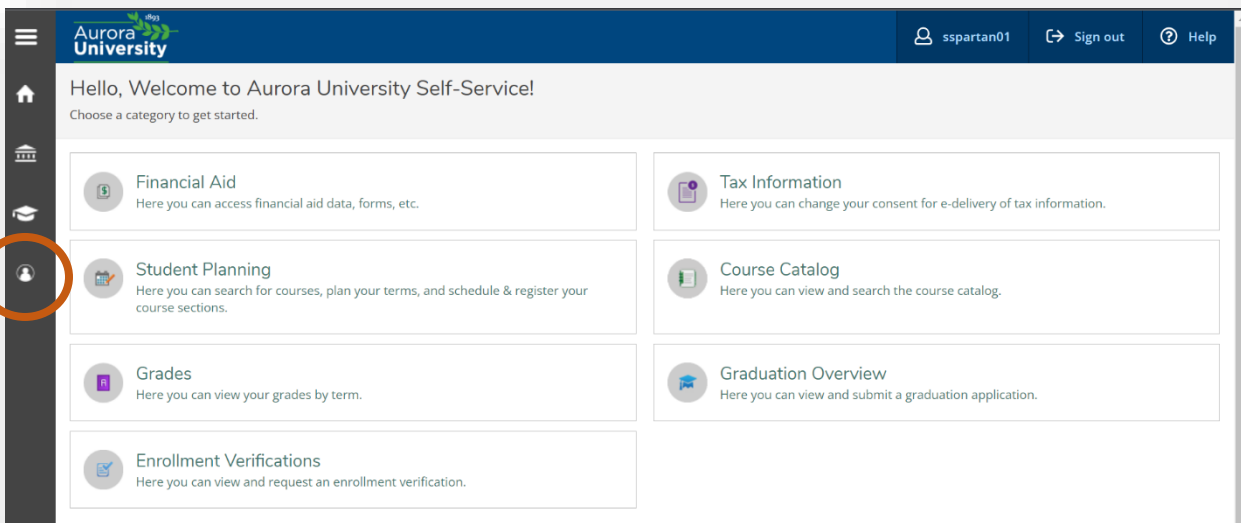


## How to Submit a FERPA Authorization to Release Information on Self-Service

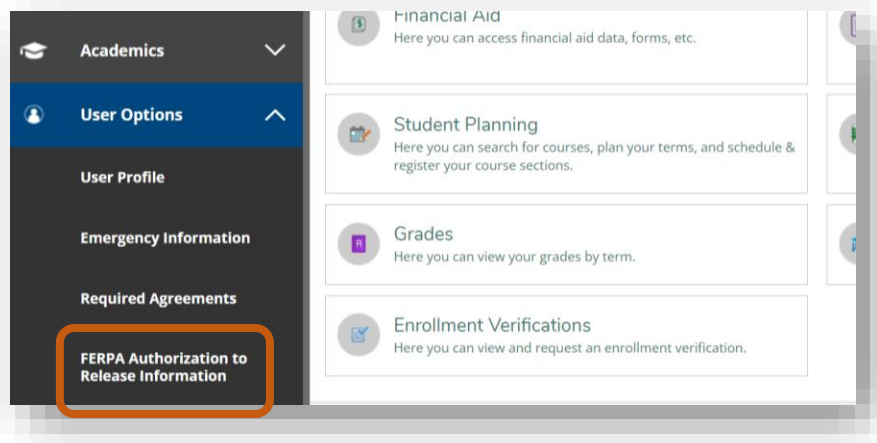
**STEP 1:** Log into your **Okta dashboard** ([aurorauniversity.okta.com](http://aurorauniversity.okta.com)) and click on the **Self-Service** application.



**STEP 2:** Click on the **User Options** icon on the left menu bar.



**STEP 3:** Click on **FERPA Authorization to Release Information**.



## How to Submit a FERPA Authorization to Release Information on Self-Service

**STEP 4:** Create and enter a **FERPA Access Code** in **SECTION A**. The code should be 5-9 characters. If you contact the university by phone, you will be asked for this code to verify your identity. Click **Submit FERPA Code**.

Aurora University is committed to informing and educating its students, faculty and staff about how to prevent identity theft. To promote this program and in accordance with the Family Educational Rights and Privacy Act (FERPA) which requires that colleges and universities protect the privacy of student records and student identity, it is Aurora University's policy to NOT release certain information to anyone other than the student unless the student has given us express written permission to do so, or required by law. This limitation includes PARENTS and SPOUSES.

Full Name: Sammy Spartan Student ID: 0340014

**SECTION A: To be completed by ALL STUDENTS**

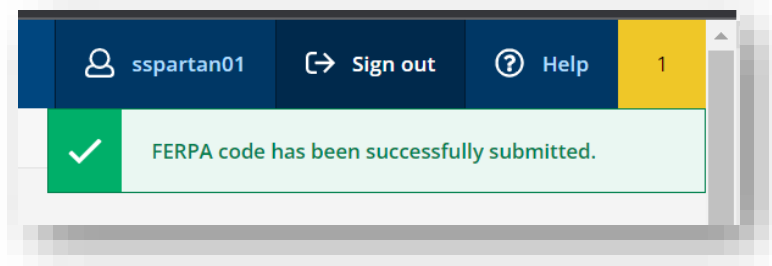
The following FERPA access code must be provided either by me or by an individual named in **Section B** when making a telephone inquiry. Picture ID will be required when requesting information in person.

FERPA Access Code \*  
11234

Submit FERPA Code

The FERPA access code must be five to nine characters and should be unique. It cannot include your name, date of birth, or any part of your Social Security Number, or student ID.

**STEP 5:** Be sure a notification pops up in the upper-right corner indicating your **FERPA code was submitted**.



**STEP 6:** If you would like **anyone else to have access to your information** (as a designated person), you will need to add them in **SECTION B**. If you do not add anyone here, your information can only be shared with you. If you wish to add a designated person, click **Add Person**.

**SECTION B: Identify designated person(s) (Optional)**

Designated person(s) to whom your student education records may be released:

Add Person

Full name of persons with provided access	Relationship to the Student	Information records to be Released	Action
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If you choose NOT to submit a FERPA Authorization to Release Information form, we cannot discuss any details of your education records with you over the phone, and we cannot discuss over the phone or in-person any details of your education records with other individuals unless permitted by law.

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## How to Submit a FERPA Authorization to Release Information on Self-Service

**STEP 7:** A pop-up will appear, where you will enter your **designated person's information**, including their name, relationship to you, and the information to which you authorize their access. Click **Add**.

educating its students, faculty and staff about how to prevent identity theft. To promote this program and in accordance with the privacy of student records and student identity, it is Aurora University's policy to NOT release certain information required by law.

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Full name of person to whom access may be provided \*

Stephen Spartan

Relationship to the Student \*

Father

Access: (Check all that apply)

Academic Information - (registration, academic progress, enrollment/attendance, grades/GPA, etc.)

Academic Support Center - (tutoring received)

Financial Aid and Student Accounts - (awards, application data, disbursements, eligibility financial aid academic progress status, billing information, charges, credits, payments, etc.)

Residence Life (housing assignment and meal plan information)

Cancel Add

**STEP 8:** You will then see the information for the designated person you entered. You can **update** or **delete** any records by using the buttons in the **Action** column. You can add more designated persons using the **Add Person** button.

SECTION B: Identify designated person(s) (Optional)

Designated person(s) to whom your student education records may be released:

Add Person

Full name of persons with provided access	Relationship to the Student	Information records to be Released	Action
Stephen Spartan	Father	Academic Information - (registration, academic progress, enrollment/attendance, grades/GPA, etc.) Financial Aid and Student Accounts - (awards, application data, disbursements, eligibility financial aid academic progress status, billing information, charges, credits, payments, etc.) Residence Life (housing assignment and meal plan information)	Update Delete

If you choose NOT to submit a FERPA Authorization to Release Information form, we cannot discuss any details of your education records with you over the phone, and we cannot discuss over the phone or in-person any details of your education records with other individuals unless permitted by law.