How to Submit a FERPA Authorization to Release Information on Self-Service
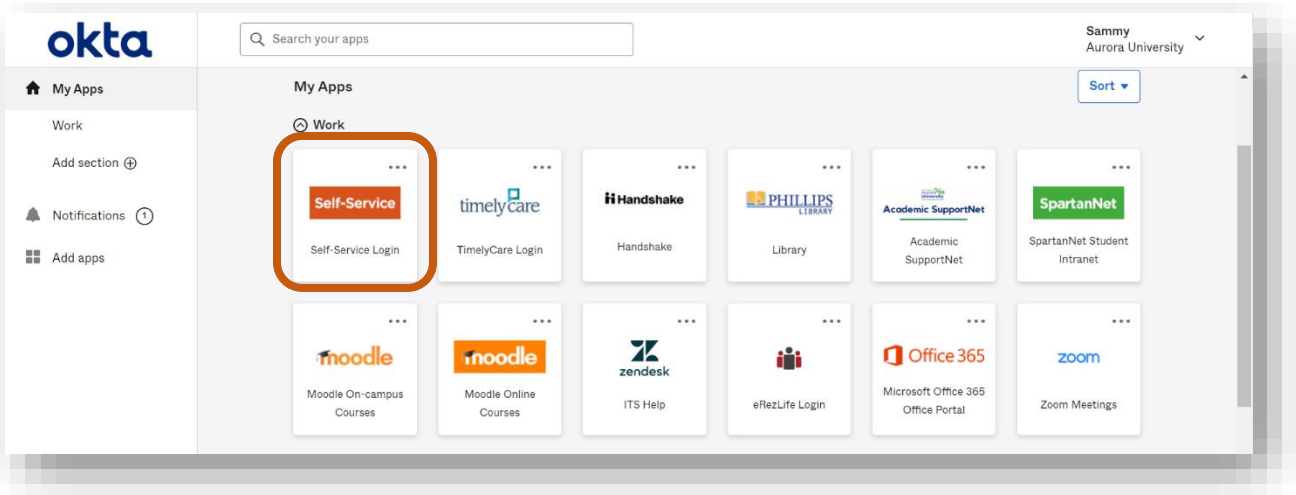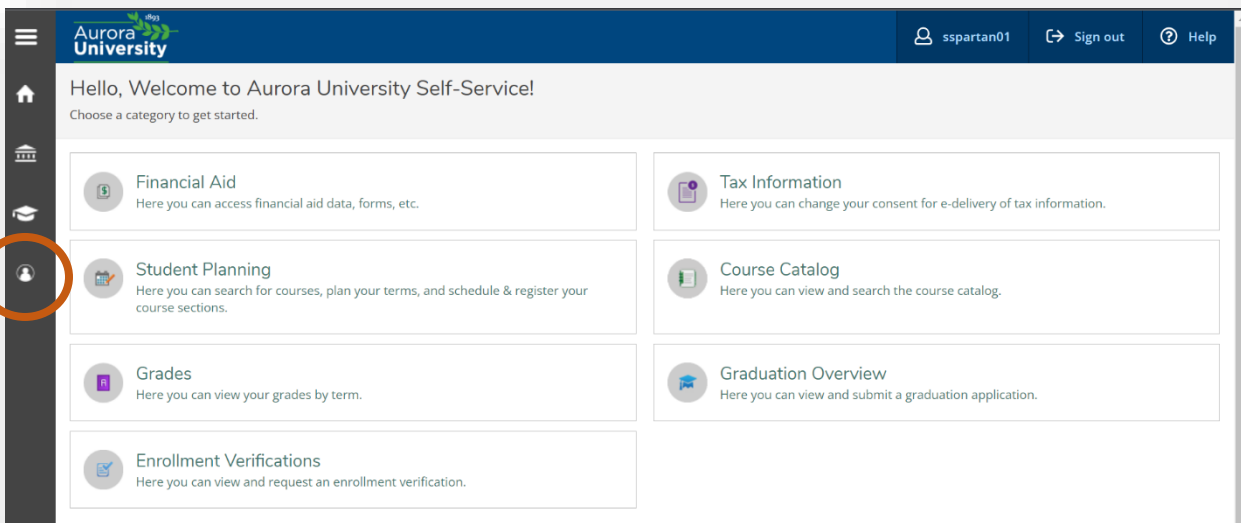
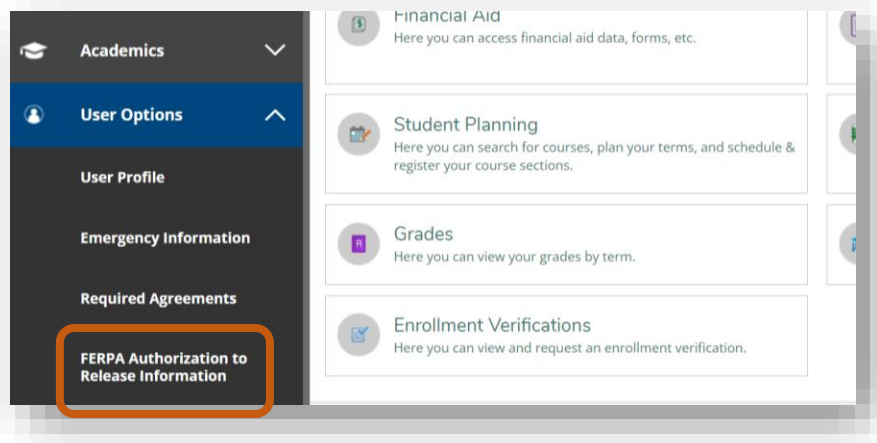**STEP 1:** Log into your **Okta dashboard** (aurorauniversity.okta.com) and click on the **Self-Service** application.

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

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

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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**.

STEP 5: Be sure a notification pops up in the upper-right corner indicating your **FERPA code was submitted**.
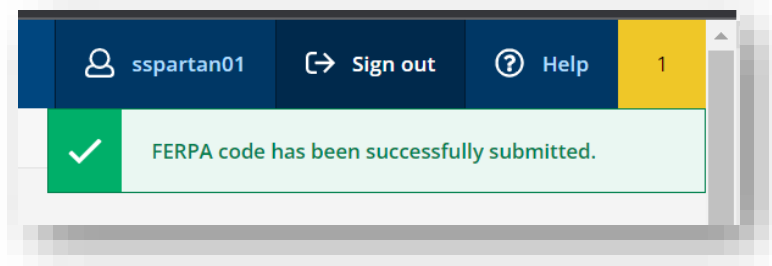
STEP 6: If you would like **anyone else to have access to your information** (as a designated person), you will need to add them in **SECTION B**. If you do not add anyone here, your information can only be shared with you. If you wish to add a designated person, click **Add Person**.

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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**.

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.