Help Guide
FERPA Self-Service

Student Guide to Adding and Editing FERPA Authorization Release in the Student Portal

This help guide provides step-by-step instructions on how to add and edit FERPA Authorization Release in the Student Portal.

Students can update their FERPA Authorizations Release in the student portal, by following the steps below.

1. Log in to my.CCC.edu

2. Click on: Personal Information
   Select the drop down for Personal Information
   Select: FERPA Self Service

3. Student Consent to FERPA Records will appear.
   To authorize a person access to view specific records select: Add a New Authorization Record

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4. Review FERPA rights then fill out all fields of consent.

Click: Submit

5. A confirmation message will appear once the form has been submitted.

Click: OK

6. All FERPA Authorization records will appear on this page. (Active, Revoked, and Expired)

Only persons with an Active Status will be given access to view approved records.

**Status Definition:**

**Active:** Eligible to release information

**Expired:** Release no longer active

**Revoked:** Student initiated, removed FERPA Authorization prior to expiration date
7. To edit or remove (revoke) an active FERPA Authorization, follow the steps below:

Click View and Edit on an Active status.

The FERPA Authorization page will appear.

**Edit:**
All areas of the authorization can be edited. For example, if the Educational Records should be one area, instead of all, check the box for the areas that should be released.
- Check the box under Authorization
- Click Submit

**Revoke:**
- Check this box to revoke an active FERPA Authorization
- Check the box under Authorization
- Click Submit

FERPA Records Authorization History will appear.
The updated record will show a status of Revoked, even though the Authorization is not listed as expired. Information can no longer be released to that contact.

10. END OF PROCESS.