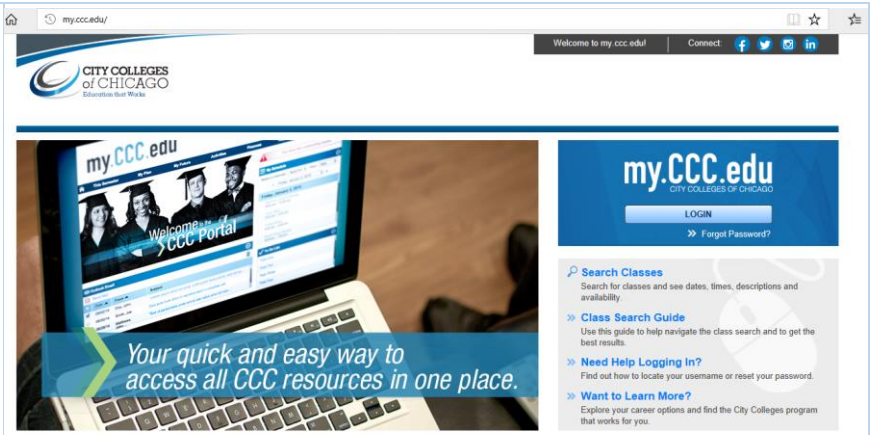
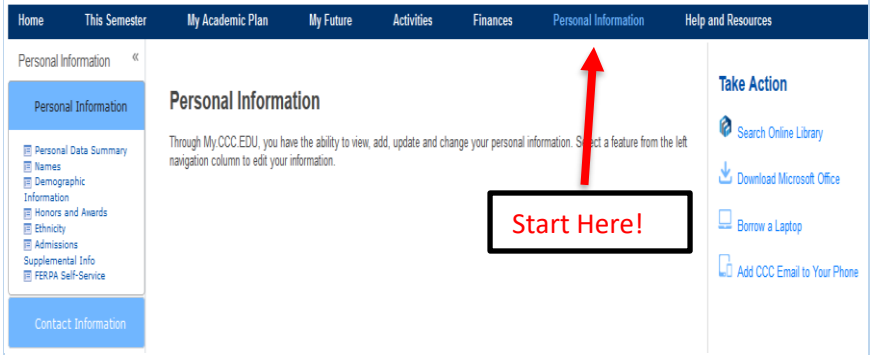
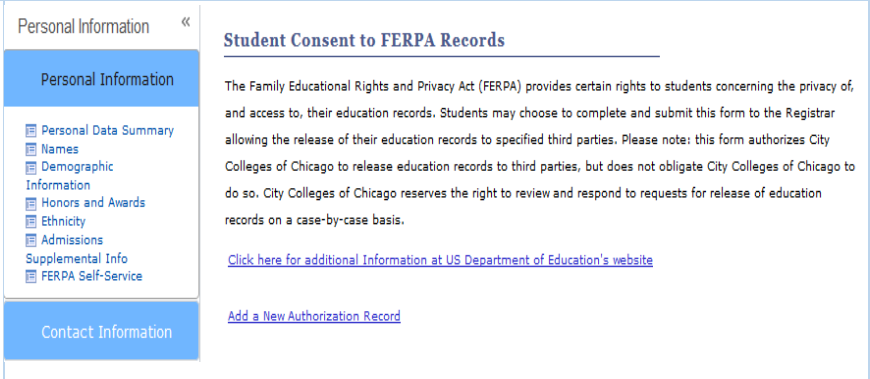
Student Guide to Adding and Editing FERPA Authorization Release in the Student Portal

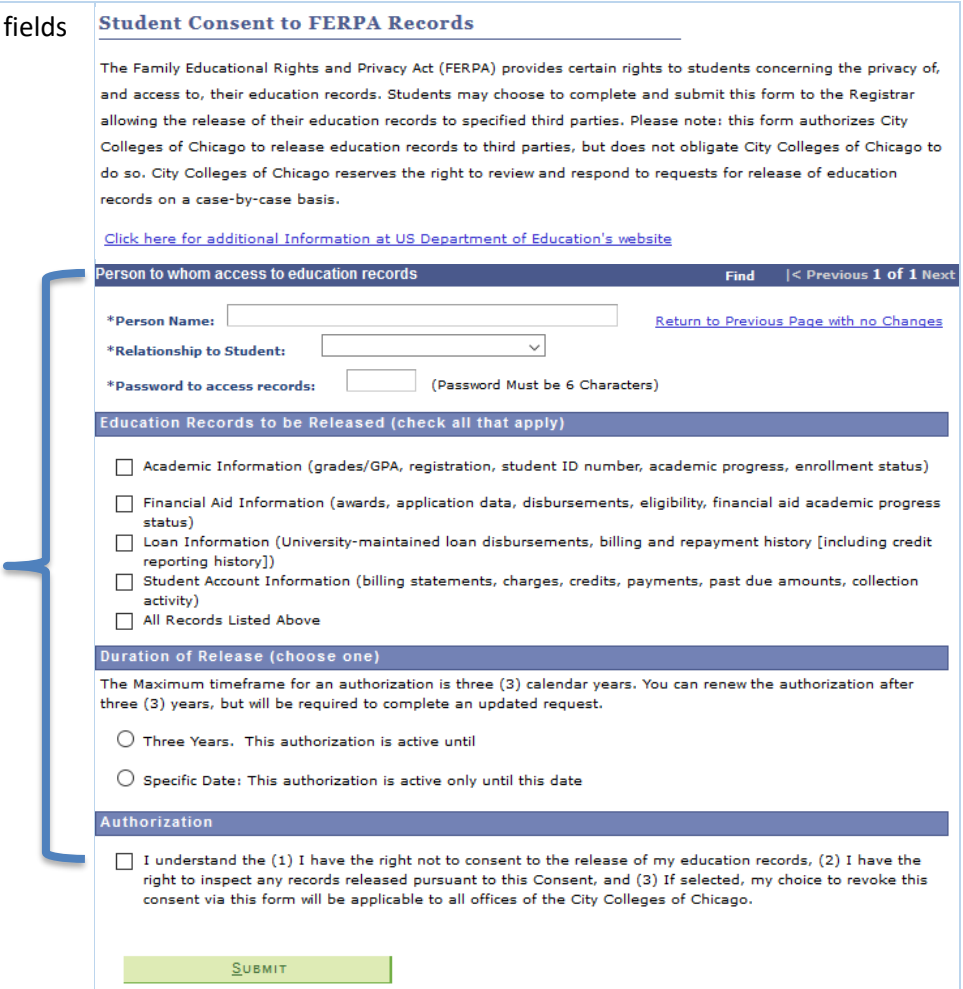
This help guide provides step-by-step instructions on to how add and edit FERPA Authorization Release in the Student Portal.

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**	

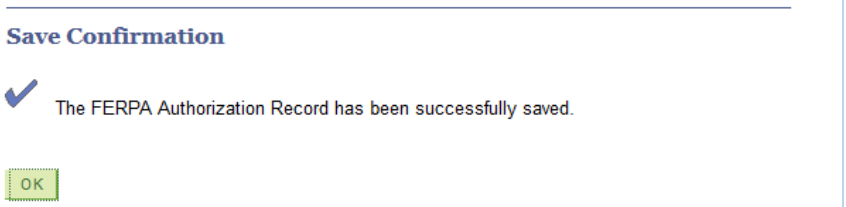
4. Review FERPA rights then fill out all fields of consent.

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)

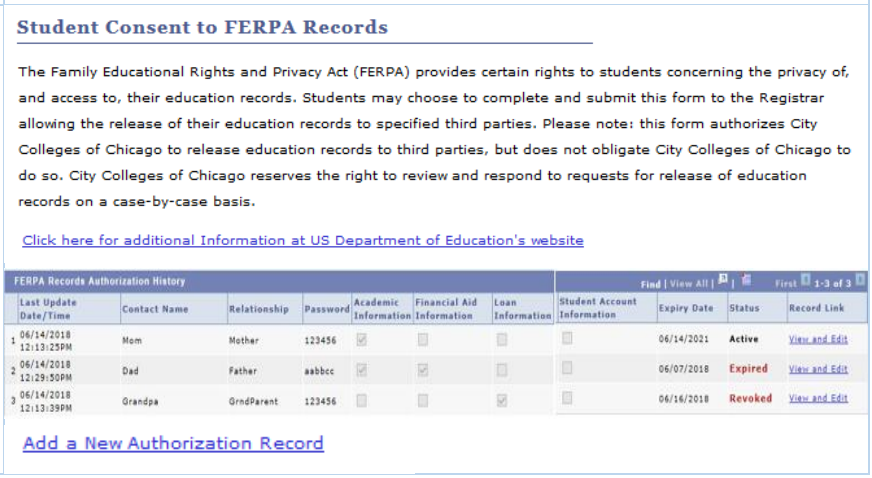
Only persons with an Active Status will be given access to view approved records.

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.

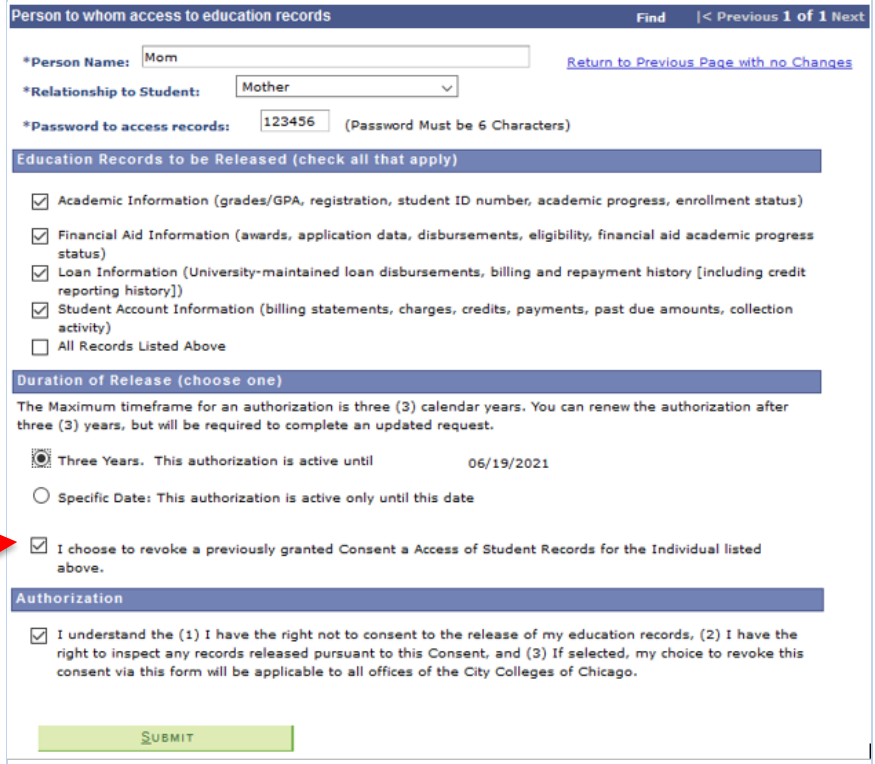
Edit:

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**

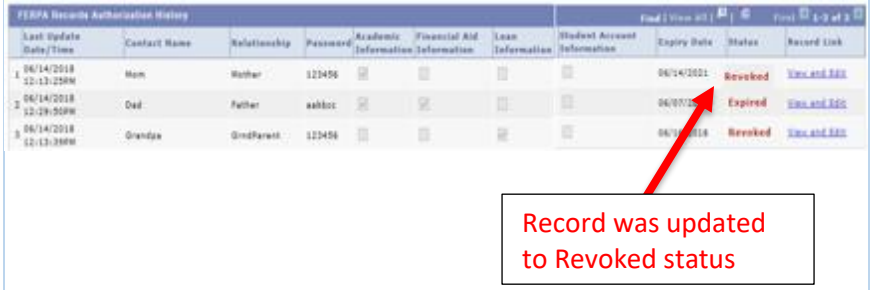
Revoke:

- 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.