Additional Authorized Access / Third Party FERPA Release Overview

Additional Authorized Access (See Page 2 for step-by-step instructions)
Missouri S&T students can grant others direct and **authorized online access to their student information**, including, but not limited to, academic, financial aid, and student financial information.

By authorizing Additional Authorized Access to a member, a student acknowledges that the University is not responsible for any unauthorized disclosure of their information by that member.

Third Party FERPA Release (See Page 5 for step-by-step instructions)
The Family Educational Rights and Privacy Act (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please see this web site for full explanation and regulatory exceptions:

Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. Release of information is not required by law.

Also, **this release allows verbal access only**. Student’s signature will be necessary for any written or printed documentation such as grades. All permissions granted will stay in effect until removed by the student.
Allow for Additional Authorized Access

1. Navigate to the Additional Authorized Access screen. There are three different ways to do this:
   a. Link on Home page
   b. Link in Student Center
c. Link in drop down menu (Main Menu < Self Service < Additional Authorized Access)

2. Fill out the name and e-mail address of the individual you are granting additional authorized access. Then, check the boxes corresponding with the information you would like this individual to have access. After completing the access information, click save. To learn more about the options, click on “Explain These Options.”

As a Missouri S&T student, you can grant other users direct and authorized online access to your student information, which may include, but is not limited to, schedule of classes, grades, financial aid, and student financial account information.

In authorizing Additional Authorized Access members, you acknowledge that the University is not responsible for any unauthorized disclosure of your student information by your registered members.

Below is a list of those members to which you have granted access.
3. Once access is granted, an E-Mail is sent to the address specified in the previous step. The individual receiving the access will choose the link in the E-mail to proceed.

Joe'SS Authorized Access E-Mail Invitation

do not reply@joess.mst.edu
to me

A Missouri University of Science and Technology Additional Authorized Access account has been created for you by Joe Miner.

If you already have a password to the Additional Authorized Access, you can access the account directly by clicking on the link below:
Additional Authorized Access Log-In

4. The individual is directed to the login page. Follow the specified links on the pages if the password is unknown.

Additional Authorized Access

E-Mail Address: 

Password: 

Login  Forgot Your Password?

5. The individual will then directed to the additional authorized access portal where they will have access to the information granted by the student.

Authorized Access  Student Privacy Rights  Helpful Links  Manage My Account

Additional Authorized Access

Below is a summary of the access you have been granted by your student, and your student is the only one who can add additional access. Select the links below to view the detailed information for each area.

- Student Account Information
- Academic Information
- Directory Information
- Financial Aid
Granting a Third Party FERPA Release

1. Navigate to the **Additional Authorized Access** screen. There are three different ways to do this:
   a. Link on **Home** page
   b. Link in **Student Center**

![Welcome to Joe'SS Welcome to Joe'SS](Image)

**The Joe'SS system (Joe Miner's Self-Service) serves all of the campus community. All users enter through the same access point and use the menu options to the left to navigate through the system.**

**Students**

The Student Center is the main page for student functionality within Joe'SS.

![Student Center](Image)

**Academics**

- Grades
- Search
- Plan
- Exam
- My Academics
- Schedule Planner
- Request Degree Audit
- Transcript Audit Trail
- Cart Letter Audit Trail

![other academic...](Image)

**Finances**

- My Account
  - Account Inquiry
  - Manage Direct Deposit
  - View Bill
- Financial Aid
  - View Financial Aid
  - Accept/Decline Awards
  - Award/Lender Details
  - Report Other Financial Aid

![other financial...](Image)

**Personal Information**

- Demographic Data
- Emergency Contact Names
- Verify & Edit
- **Additional Authorized Access**

![other personal...](Image)
c. Link in drop down menu (Main Menu < Self Service < Additional Authorized Access)

![Drop down menu with Additional Authorized Access highlighted](image)

2. On the Additional Authorized Access page, **click the FERPA Permission** tab.

![Additional Authorized Access page](image)

**Additional Authorized Access**

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Below is a list of those members to which you have granted access.
3. On the FERPA Permission page, fill out the name, phone number, and relationship for whoever you are granting third party permission. After completing the information for access, choose Save.

4. To remove third party permission from an individual click on the “minus” icon on the right side of the page and click save. To add another third party permission release, click on the “plus” sign.