

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:

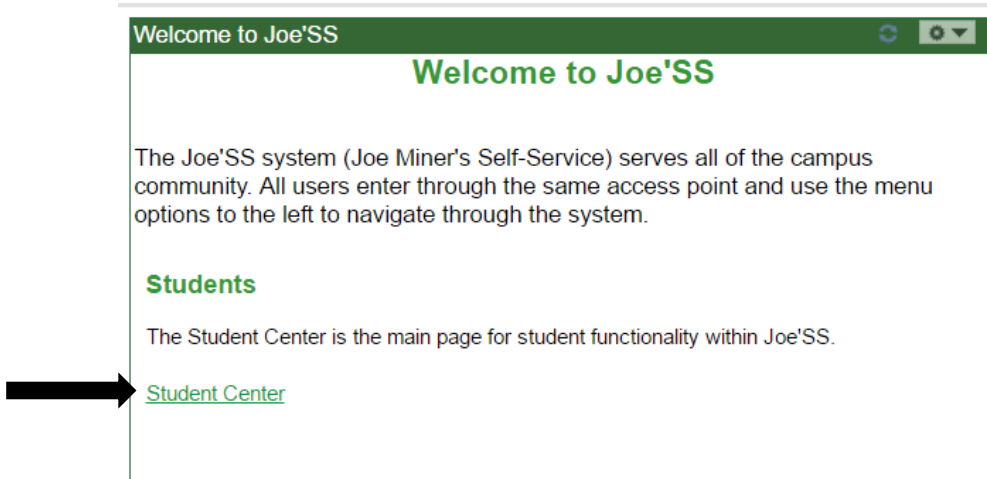
http://www.umsystem.edu/ums/rules/collected_rules/information/ch180/180.020_student_records.

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.

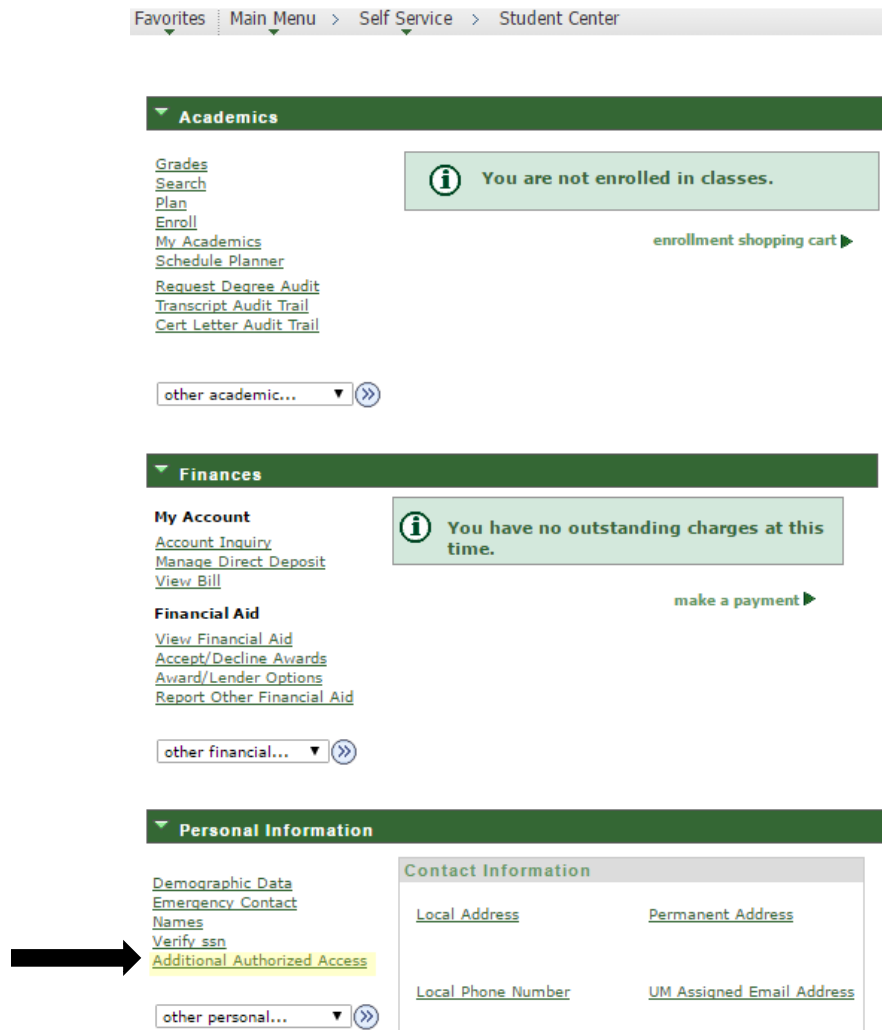
Also, **this release allows verbal access only**. Student's signature will be necessary for any written or printed documentation such as grades. All permissions granted will stay in effect until removed by the student.

Allow for Additional Authorized Access

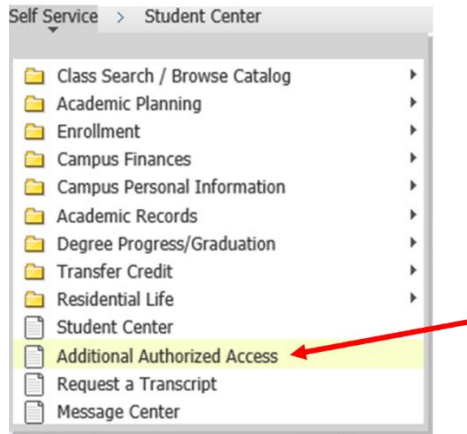
1. Navigate to the **Additional Authorized Access** screen. There are three different ways to do this:
 - a. Link on **Home** page



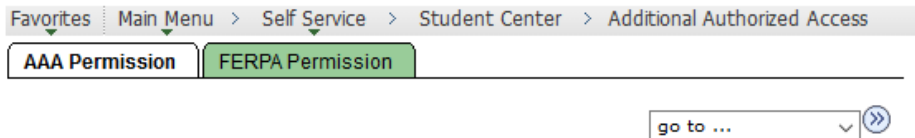
- b. Link in **Student Center**



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.”



Additional Authorized Access

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.

Additional Authorized Access1 of 1

[delete](#)

Name

E-Mail Address

Confirm E-Mail

Access Granted

<input type="checkbox"/> Student Account Information	<input type="checkbox"/> Directory Information
<input type="checkbox"/> Academics	<input type="checkbox"/> Financial Aid Information
<input type="checkbox"/> Financial Aid Verification	



[Explain These Options](#)

[ADD MEMBER](#)

[SAVE](#)

- 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 Inbox x

 **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

[Sign Out](#)

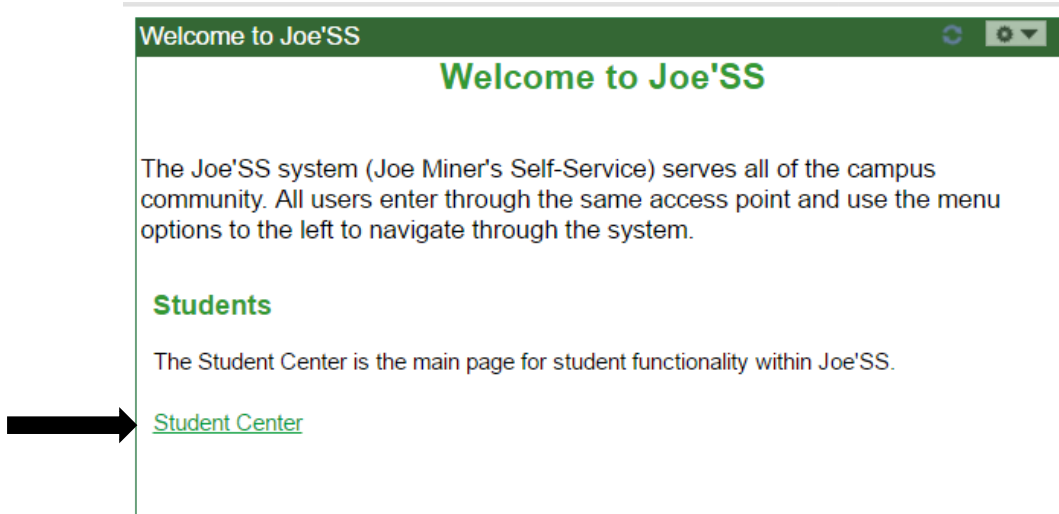
Additional Authorized Access

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.

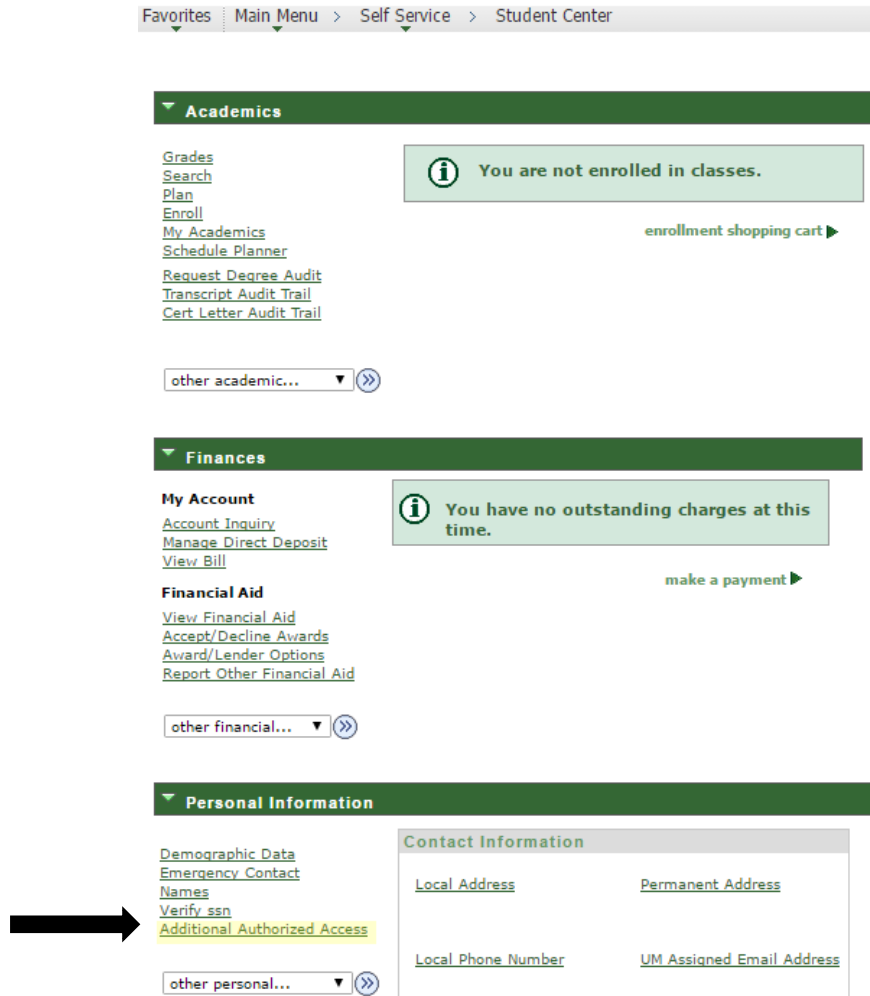
- [Student Account Information](#)
- [Academic Information](#)
- [Directory Information](#)
- [Financial Aid](#)

Granting a Third Party FERPA Release

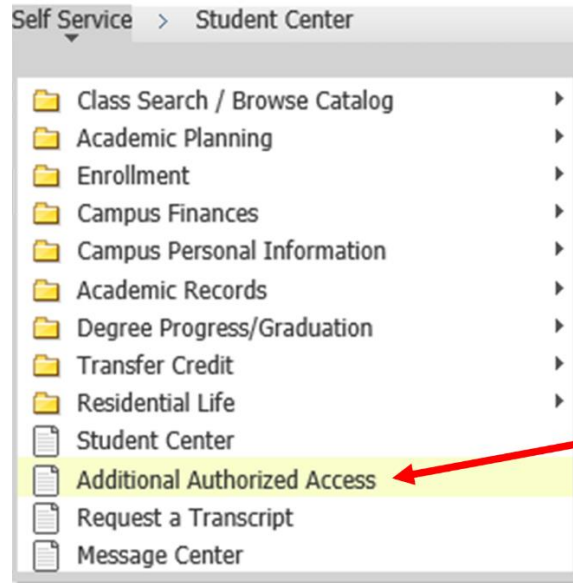
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 - a. Link on **Home** page



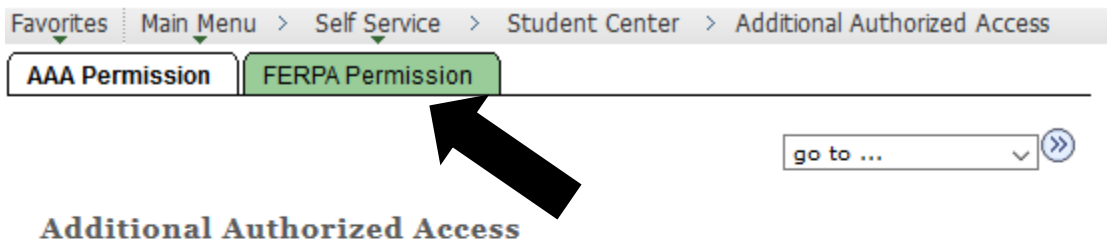
- b. Link in **Student Center**



- c. Link in drop down menu (Main Menu < Self Service < Additional Authorized Access)



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



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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.

Favorites | Main Menu > Self Service > Student Center > Additional Authorized Access

AAA Permission | FERPA Permission

go to ...

FERPA Permission

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:
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FERPA Permission		Find	First	1 of 1	Last
Name	<input type="text"/>				+ -
Phone	<input type="text"/>				
Relationship	<input type="text"/>				

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.