

# FERPA TIPS FOR FAMILIES



## ACCESSING INFORMATION

Student education records are protected under the Family Educational Rights and Privacy Act (FERPA). However, students can provide permission for you to access certain information from their education records.

Students can give permission to UConn Offices to discuss certain information from their education records with a family member or other designee through the use of a FERPA Pin Code.



## TALK TO UCONN OFFICES



## VIEW STUDENT RECORDS

Students can set up delegated access for a family member or other delegate to view certain portions of their education records within UConn's student administration system.

Students can authorize a family member or other individual to make payments on their behalf by designating them as an "Authorized User". This provides access to their student financial account information.



## MAKE PAYMENTS



## OTHER FERPA RESOURCES

- [FERPA for Families Introduction Video](#)
- [FERPA Frequently Asked Questions \(and answers!\)](#)
- [UConn FERPA Policy](#)

# HOW TO GIVE ACCESS

## Step-by-Step Instructions

Students can give permission for UConn to share information with family members or other individuals. Here are the specific steps students must follow to share information from their education records.



### TALK TO UConn OFFICES

#### TO CREATE A FERPA PIN CODE, STUDENTS MUST:

1. Log into the [FERPA Designee Pin Page](#) using their NetID and password.
2. Scroll down and click "Add Designee".
3. Enter designee information and assign a pin (four-digit code)
4. Select the categories of information UConn can share and click "Add".
5. Click "Submit".



### VIEW STUDENT RECORDS

#### TO PROVIDE DELEGATED ACCESS TO RECORDS, STUDENTS MUST:

1. Log into the [StudentAdmin](#) system using their NetID and password.
2. Click the *Profile* tile on the Homepage.
3. Click the "Share My Information" tab.
4. Review and confirm the terms and conditions.
5. Enter the Delegate information, select the category of information UConn can share, and select "Save."



### MAKE PAYMENTS

#### TO PROVIDE AN AUTHORIZED USER ACCESS, STUDENTS MUST:

1. Log into the [StudentAdmin](#) system using their NetID and password.
2. Click the *Bursar Services* tile on the Homepage.
3. Click the Pay Bill & Authorize Users tab on the left.
4. Click on "Set Up Now" button next to "Set Up Authorized User" option.