

# Managing your FERPA Designees at UConn

## FERPA Designee Pin Page

The University's FERPA Designee Pin Page allows students to grant permission to certain University staff to discuss certain types of information related to their educational records or information contained in student records with individuals specifically designated by the student. Students may log into the [FERPA Designee Pin Page](#) to designate anyone – (e.g., a parent, a guardian, a significant other, employer) to grant permission for University staff to discuss the categories of information listed below. The individual a student designates is called the student's "FERPA Designee." Students will enter the following information into the FERPA Designee Pin Page for each person they choose to designate: 1) proper name (first and last name) of the designee 2) assign each designee a 4-digit pin code 3) select what categories of information they give permission for University staff to discuss.

After the FERPA Designee Pin Page is completed, students should **make sure that each designee knows their 4-digit pin code** and what categories of information they have granted permission for University staff to discuss. When a designee contacts an office they will be asked to provide their name and their 4-digit pin code. Names and pin codes must match what is listed on the FERPA Designee Pin Page in order for University staff to discuss information specific to a student's educational record.

## **Questions regarding the FERPA Designee Pin Page may be directed to:**

Office of Privacy Protection & Management

860-486-4805/ [privacy@uconn.edu](mailto:privacy@uconn.edu)

## Instructions for Login and Creating Designees

### Step 1: Go to Link

[https://forms.prod.uconn.edu/feb/landing/org/app/37370104-00ac-489b-8c8b-15ba55ed3bac/launch/index.html?form=F\\_FERPA\\_Pin](https://forms.prod.uconn.edu/feb/landing/org/app/37370104-00ac-489b-8c8b-15ba55ed3bac/launch/index.html?form=F_FERPA_Pin)

### Step 2: Login

Enter your University NetID and Password Here to Login

FERPA Designee Pin Page

User ID:

Password:

Please login using your University NetId and password

For NetID assistance please see [netid.uconn.edu](http://netid.uconn.edu)  
System unavailable daily 11:00pm-11:15pm for maintenance

### Step 3: Arrive at FERPA Designee Pin Page

Students may use the FERPA Designee Pin Page to grant certain University staff and designees permission to discuss certain types of student information. Students typically grant permission to individuals (e.g., a parent, a guardian, a significant other, or employer) for assistance with University matters. The FERPA Designee Pin allows students to select from a *limited* list of categories of the most commonly discussed topics. When a designee contacts an office they will be asked to provide their name and their 4-digit pin code. University staff may contact students for additional consent prior to discussing items that may go beyond this limited list and/or particularly sensitive matters.

The FERPA Designee Pin may NOT be used to:

1. Disclose copies of educational records
2. Allow discussions with faculty

discussions regarding student information, not the disclosure of the records themselves.

It is important to note that the FERPA Designee Pin does not cover every type of permission. Nor does it cover discussions with all University employees about a student. University staff may determine when additional consent of the Student is required.

For more information on disclosures not covered by the FERPA Designee Pin and requests for additional consent, please see: [Disclosing or Sharing Other Records](#).

**Categories of Information**

By selecting one or more categories below, you are authorizing designated individuals in the departments below to discuss the following types of information relevant to their department with each FERPA Designee:

**Academic & Advising Information:** Academic progress including final and mid-semester grades, grade point averages, academic standing, registration planning, course selection and current enrollment (this does not include times and locations of courses), holds related to academic issues, enrollment appointment times, and communication with advisors, including information contained in forms and petitions.

**Global Affairs**

**International Student & Scholar Services:** SEVIS and visa status; immigration advising;

### Step 4: Scroll Down and Click Add Designee

\* First Name: Laurie

\* Last Name: Neal

\* NetID: [Empty]

\* StudentAdminID: [Empty]

\* Email: laurie.neal@uconn.edu

**I grant the university permission to discuss the following categories of information with the designees specified below:**

First Name	Last Name	Pin	Categories	Time Stamp
There are no submissions.				

**Click Add Designee**

REMINDER TO STUDENTS: Make sure that each of your FERPA Designees knows their 4-digit pin code and what categories of information you have given the University permission to discuss with them. When a FERPA Designee contacts the appropriate University offices, they will be asked to provide their name and their 4-digit pin code. Names and pin codes must match what is listed on this FERPA Designee Pin Page in order for University staff to discuss specific student information.

**You must click on Submit to save your changes and finalize the form.**

Submit Cancel

## Step 6: Enter Designee Information and Assign Pin

\* First Name  
Laurie

\* Last Name  
Neal

\* NetID

\* StudentAdminID

**Add Entry**

\* First Name

\* Last Name

\* Pin  
Example: ????  
Must be 4 characters

**Categories**

Academic & Advising Records

Global Affairs

designees specified below:

Designee	Time Stamp
There are no submissions.	

designees knows their 4-digit pin code and what categories of information you have given the University permission to discuss with the University offices, they will be asked to provide their name and their 4-digit pin code. Names and pin codes must be provided by University staff to discuss specific student information.

You must click on Submit to save your changes and finalize the form.

## Step 7: Select Categories of Information and Click Add

**Add Entry**

**Categories**

Academic & Advising Records

Global Affairs

Husky One Card Information

Residential Life Information

Student Affairs/Services

Student Conduct

Student Financial Information

\* Time Stamp

Date: 4/13/2018 Time: 8:51 AM

Categories of information with the designees specified below:

Designee	Time Stamp
There are no submissions.	

designees knows their 4-digit pin code and what categories of information you have given the University permission to discuss with the University offices, they will be asked to provide their name and their 4-digit pin code. Names and pin codes must be provided by University staff to discuss specific student information.

You must click on Submit to save your changes and finalize the form.

## Step 8: Submit to Finalize Changes

**I grant the university permission to discuss the following categories of information with the designees specified below:**

**Designees**

First Name	Last Name	Pin	Categories	Time Stamp	
Mickey	Mouse	8542	Academic & Advising Records, Global Affairs, Husky One Card Information, Student Financial Information	4/13/2018, 8:51 AM	<a href="#">Edit</a> <a href="#">Remove</a>

[+ Add Designee](#)

REMINDER TO STUDENTS: Make sure that each of your FERPA Designees knows their 4-digit pin code and what categories of information you have given the University permission to discuss with them. When a FERPA Designee contacts the appropriate University offices, they will be asked to provide their name and their 4-digit pin code. Names and pin codes must match what is listed on this FERPA Designee Pin Page in order for University staff to discuss specific student information.

**You must click on Submit to save your changes and finalize the form.**

[Submit](#) [Cancel](#)

**Click Here to Finalize**

## Step 9: Confirmation

FERPA Designee Pin Page x

← → ↻ [https://forms.uconn.edu:9443/feb/secure/org/app/37370104-00ac-489b-8c8b-15ba55ed3bac/launch/index.html?form=F\\_FERPA\\_Pin](https://forms.uconn.edu:9443/feb/secure/org/app/37370104-00ac-489b-8c8b-15ba55ed3bac/launch/index.html?form=F_FERPA_Pin)

Apps Policy RIM HEOA UConn Phonebook KUALI DPC Search System OneTrust - Privacy M. FDPP

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**You will receive this message and an email confirmation to your UConn Email Address**

Your form has been successfully submitted.