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 the:

University Privacy Officer
860-486-4805 or privacy@uconn.edu

Instructions for Login and Creating Designees

Step 1: Go to Link

https://hclleap-prod2.its.uconn.edu/apps/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
Step 3: Arrive at FERPA Designee Pin Page

Click FERPA_Pin to Access your Account

Step 4: Scroll Down and Click Add Designee

Click Add Designee

REMEMBER 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.
Step 5: Enter Designee Information and Assign Pin

Enter Designee Name & Assign Pin

Step 6: Select Categories of Information and Click Add

Select 1 or more Categories UConn may Discuss with this Designee

Click Add
Step 7: Submit to Finalize Changes

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

Step 8: Confirmation

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