

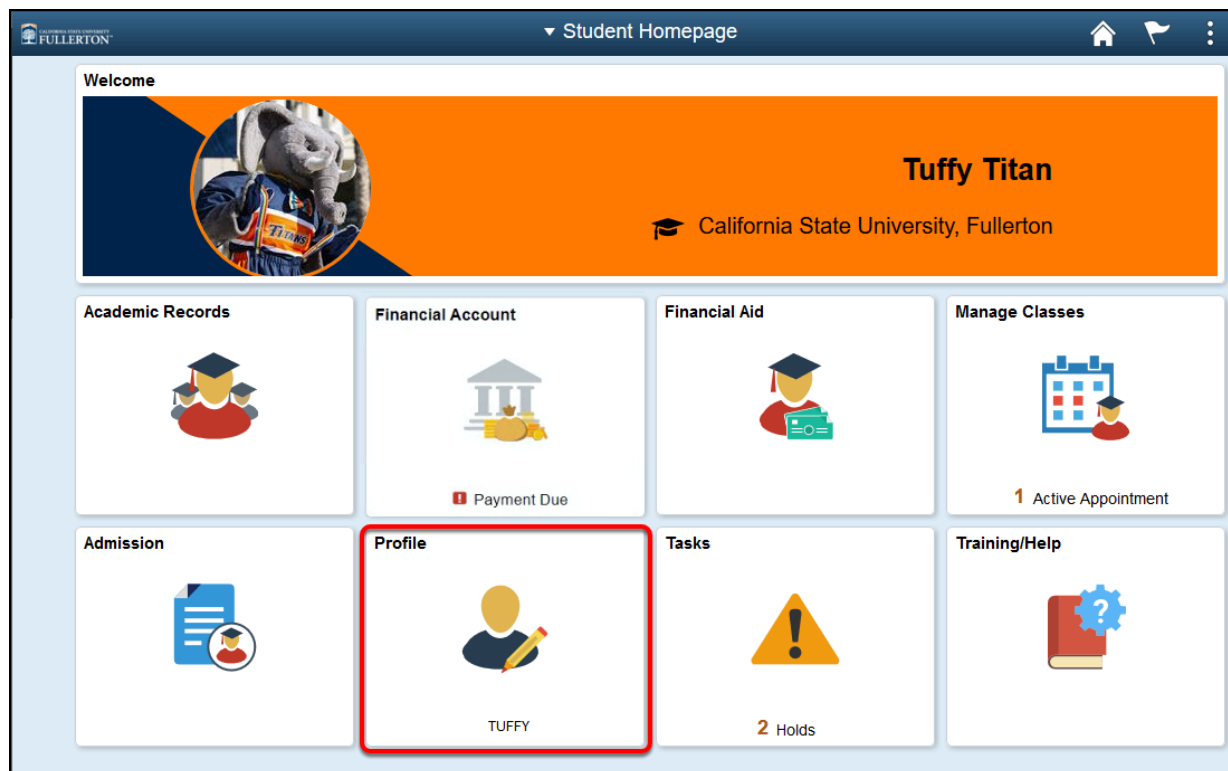
Authorization to Release Records

This article covers how students can authorize the release of their information to specific individuals.

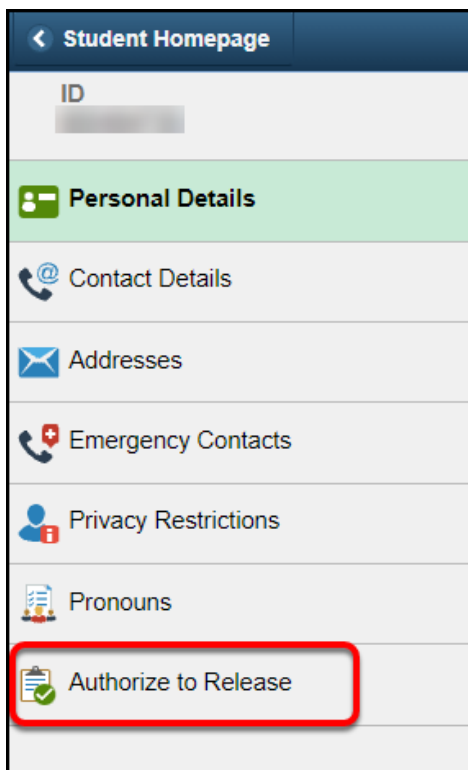
1. Log in to the campus portal and access the Student Homepage in Titan Online.

[View step-by-step instructions on how to access the Student Homepage.](#)

2. Click on the Profile tile.



3. Click on Authorization to Release.



The screenshot displays the 'Student Homepage' interface. At the top, there is a blue header bar with a back arrow and the text 'Student Homepage'. Below this, a section labeled 'ID' shows a blurred student ID number. The main content area is a list of options under the heading 'Personal Details'. The options are: 'Contact Details' (with a phone icon), 'Addresses' (with an envelope icon), 'Emergency Contacts' (with a phone and red cross icon), 'Privacy Restrictions' (with a person and red 'i' icon), 'Pronouns' (with a document icon), and 'Authorize to Release' (with a clipboard and checkmark icon). The 'Authorize to Release' option is highlighted with a red rectangular box.

Authorizing Individuals

1. Read through the Authorized to Release Statements and Instructions:

Authorize to Release

A Your student records which are maintained by California State University Fullerton are protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#). FERPA gives you the right to provide consent to disclosures of your education records to third parties, such as your parents, guardian, sponsor, etc.

Upon completing the form below, you are authorizing Registration and Records, Student Business Services, Financial Aid, and Admissions to share your records with your third-party designee(s). Granting access to one office does not grant access to the other offices. **Only the specific records listed below in the "Records to Release" column can be released. If it is not listed, it will NOT be disclosed.**

B **Registration and Records:** may release academic record information, such as grades, enrollment, progress toward degree, and academic standing.

Academic Advising: this form cannot be used to authorize the release of advising notes or advising information. In order to authorize the release of advising notes or advising information, you must go to the Academic Advising Center located in GH123B (formerly UH123B) and complete/sign a separate authorization to release form.

Admissions: may release admissions application status, admissions requirements, admissions holds and residency for tuition purposes.

Student Business Services: may release charges and payments posted on your student account, and/or financial aid that has been applied or is pending disbursement, as well as current enrollment status, as it affects your balance.

Financial Aid: may release financial aid and scholarship information, including student account activity, awards and disbursements, and enrollment and academic data related to your eligibility for financial aid.

C **Adding or modifying a third-party designee:**

- Enter the third-party designee's first and last name
- Create a 4 digit access code for the third-party designee and share it only with that person
- Indicate an expiration date for the designee's access. Expiration date cannot exceed 1 (one) year
- Each designee can only access the department and records your indicate. Be sure to update these fields for each designee listed
- You can modify a third-party designee's access by marking or unmarking the checkboxes below
- To add a third-party designee, click the '+' button
- Click the 'Save' button to save your entries and/or changes

Before your student information may be released, your third-party designee *will be required to:* identify themselves, provide your student name and ID, and their access code to confirm they are your authorized designee.

Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

- A. FERPA
- B. Departments
- C. Instructions on adding or modifying a third-party designee

2. Enter the First Name and Last Name of the person you would like to release information to.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan
ID 800000000

+

-

Authorized Records to be Released to

*First Name

*Last Name

*Access Code
Expiration Date

📅

Department	Records to Release	Purpose of Release
<input type="text" value=""/> 🔍	<input type="text" value=""/> 🔍	<input type="text"/> <div>ℹ️</div> <div>+</div> <div>-</div>

Save

Cancel

3. Enter an Access Code

💡 This is a four-digit code that you make up for this person to use.

❗ Keep note of the **Access Code** you create.

You will need to provide this code to the person /people you are listing for access.

Authorization to Release your Record(s) to your Designee


Stu... Tuffy Titan

ID 800000000

+

-

Authorized Records to be Released to

*First Name	Ahsoka	*Last Name	Tano
*Access Code	Access Code	Expiration Date	Date 

4. Click on the Expiration Date calendar icon.

Authorization to Release your Record(s) to your Designee


Stu... Tuffy Titan

ID 800000000

+

-

Authorized Records to be Released to

*First Name	Ahsoka	*Last Name	Tano
*Access Code	8547	Expiration Date	Date 

5. Select the date the access will expire on.

NOTE:

The maximum time of access allowed is one year from the date of request
If you try to select a date beyond one year, you will get an error message

• Enter the third-party designee's first and last name
 • Create a 4 digit access code for the third-party designee and share it only with that person
 • Indicate an expiration date for the designee's access. Expiration date cannot exceed 1 (one) year
 • Each designee can only access the department and records your indicate. Be sure to indicate the department and records to be released.
 • You can modify a third-party designee's access by marking or unmarking the checkboxes.
 • To add a third-party designee, click the '+' button
 • Click the 'Save' button to save your entries and/or changes

Before your student information may be released, your third-party designee must authorize themselves, provide your student name and ID, and their access code to you.

Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee will be limited to the records you indicate.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan ID 800000000

Authorized Records to be Released to

*First Name *Last Name
 *Access Code Expiration Date

Calendar

October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Current Date

If you would like access to extend beyond one year, you will need to repeat the process after the expiration date.






6. Click on the Department magnifying glass icon.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan ID 800000000

Authorized Records to be Released to

*First Name *Last Name
 *Access Code Expiration Date

Department	Records to Release	Purpose of Release
<input type="text" value=""/> 	<input type="text" value=""/> 	<input type="text" value=""/>   

7. Select the Department for the records that you would like release.

Cancel

Lookup

Search for: Department

▼ Search Results

4 rows

Department
Admissions
Financial Aid
Registration and Records
Student Business Services

8. Click on the Records to Release magnifying glass icon.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan

ID 800000000

+


-

Authorized Records to be Released to

*First Name	Ahsoka	*Last Name	Tano
*Access Code	8547	Expiration Date	10/11/2022

Department	Records to Release	Purpose of Release
Financial Aid	<div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> </div>

9. Select the records you would like to release.

 Note: Items listed are based on the Department you selected

Cancel

Lookup

Search for: Records to Release

▼ Search Results

5 rows

Records to Be Released ▾

Aid Application

Appeals

Disbursement Records

Financial Aid Awards Information

Loan Information

10. Provide a reason in the Purpose of Release field.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan

ID 800000000

+

-

Authorized Records to be Released to

*First Name

Ahsoka

*Last Name

Tano

*Access Code

8547

Expiration Date

10/11/2022

Department	Records to Release	Purpose of Release
Financial Aid	Loan Information	<div>A</div> <div></div> <div>B</div> <div></div> <div>+</div> <div>-</div>

- A. Enter a reason in the Purpose of Release field.
- B. You can click on the **Information (i)** icon for samples of what to include in the **Purpose of Release** field.

11. To add additional records for release, click on the plus icon and then enter the department, records to release, and purpose of release.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan ID 800000000 + -

Authorized Records to be Released to

*First Name Ahsoka *Last Name Tano

*Access Code 8547 Expiration Date 10/11/2022

Department	Records to Release	Purpose of Release		
Financial Aid	Loan Information	Giving access to parent		+ -

Save Cancel

12. Click Save when you are finished entering information.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan ID 800000000 + -

Authorized Records to be Released to

*First Name Ahsoka *Last Name Tano

*Access Code 8547 Expiration Date 10/11/2022

Department	Records to Release	Purpose of Release		
Financial Aid	Loan Information	Giving access to parent		+ -

Save Cancel

Authorizing Additional Individuals For Records Release

1. To authorize another person to release records to, click on the plus icon.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan ID 800000000

Authorized Records to be Released to

*First Name Ahsoka *Last Name Tano

*Access Code 8547 Expiration Date 10/11/2022

Department	Records to Release	Purpose of Release
Financial Aid	Loan Information	Giving access to parent

Save Cancel

2. A new section will appear below the first authorized individual.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan ID 800000000

Authorized Records to be Released to

*First Name Ahsoka *Last Name Tano

*Access Code 8547 Expiration Date 10/11/2022

Department	Records to Release	Purpose of Release
Financial Aid	Loan Information	Giving access to parent

Authorized Records to be Released to

A *First Name First Name *Last Name Last Name

B *Access Code Access Code C Expiration Date Date

Department	Records to Release	Purpose of Release

Save Cancel

- Enter the First Name and Last Name of the person you would like to release information to.
- Create a four digit access code for this person to use.
- Enter an expiration date for this authorization. Maximum allowed time is one year from today.
- Select the Department for the records that you would like release.
- Select the records for that department you want to release.
- Enter a purpose of the release.
- Click the information icon to view appropriate purposes of release.
- Click the plus sign icon to add additional departments.

3. Click Save when you are finished entering information.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan ID 800000000 + -

Authorized Records to be Released to

*First Name Ahsoka *Last Name Tano

*Access Code 8547 Expiration Date 10/11/2022

Department	Records to Release	Purpose of Release
Financial Aid	Loan Information	Giving access to parent + -

Authorized Records to be Released to + -

*First Name Luke *Last Name Skywalker

*Access Code 1138 Expiration Date 10/11/2022

Department	Records to Release	Purpose of Release
Financial Aid	Loan Information	Giving access to parent + -

Save Cancel

Removing documents for release

1. To remove a record, click on the minus icon.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan ID 800000000

Authorized Records to be Released to

*First Name Ahsoka *Last Name Tano

*Access Code 8547 Expiration Date 10/11/2022

Department	Records to Release	Purpose of Release			
Financial Aid	Loan Information	Giving access to parent	i	+	-
Financial Aid	Aid Application	Giving access to parent	i	+	-

Save Cancel

2. Click OK to confirm the deletion.

Delete current/selected rows from this page?

The delete will occur when the transaction is saved.

OK Cancel

3. Click Save when you are finished making changes.

Authorization to Release your Record(s) to your Designee

Stu... Tuffy Titan

ID 800000000

+

-

Authorized Records to be Released to

*First Name

Ahsoka

*Last Name

Tano

*Access Code

8547

Expiration Date

10/11/2022

Department	Records to Release	Purpose of Release			
Financial Aid	Loan Information	Giving access to parent	i	+	-

Save

Cancel

Need More Help?

For questions or assistance, please contact the IT Help desk:

helpdesk@fullerton.edu

657-278-7777