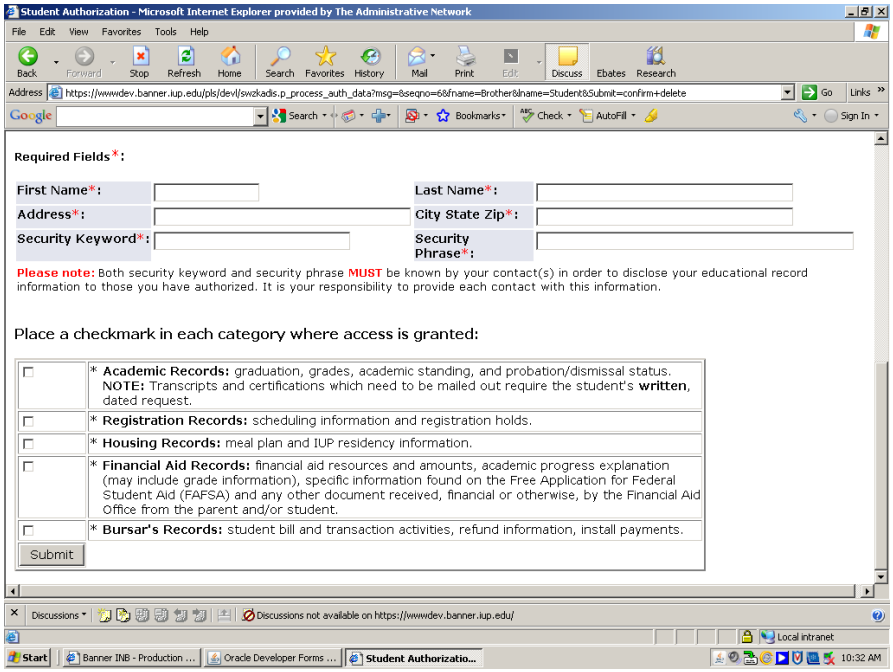
STUDENT RECORD RELEASE AUTHORIZATION INSTRUCTIONS

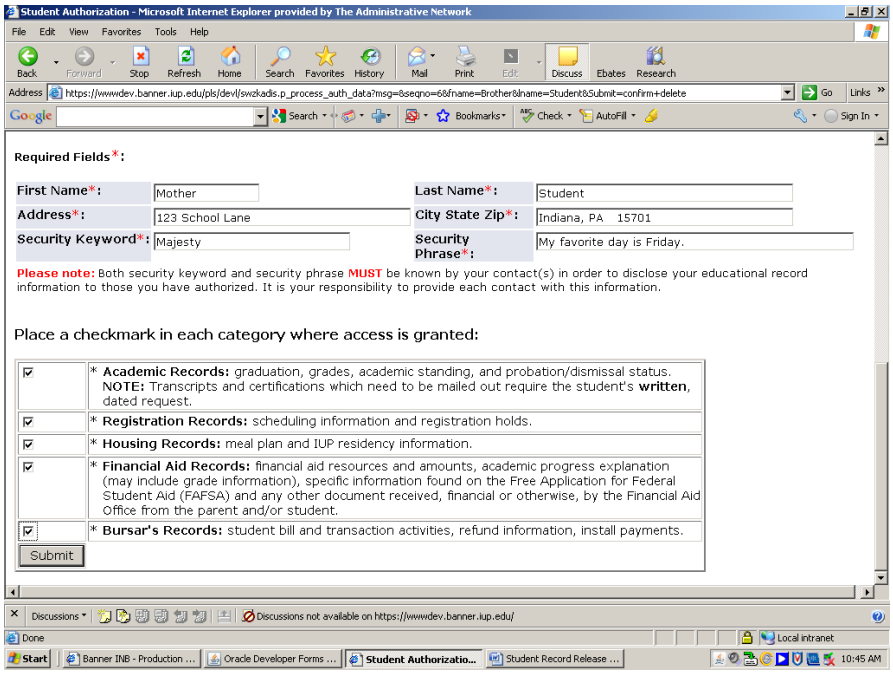
This process allows you to designate the individuals or entitites to whom your educational record information can be released. It is optional and you can choose, or not choose, to release your educational record information.

- Sign into My IUP using your IUP network account.
- Click the **Personal Information** link.
- In the Personal Information section, click **Record Release Authorization.**

This will take you to the page where you will designate those individual(s) who you wish to grant access to the 5 different types of educational record information listed below.

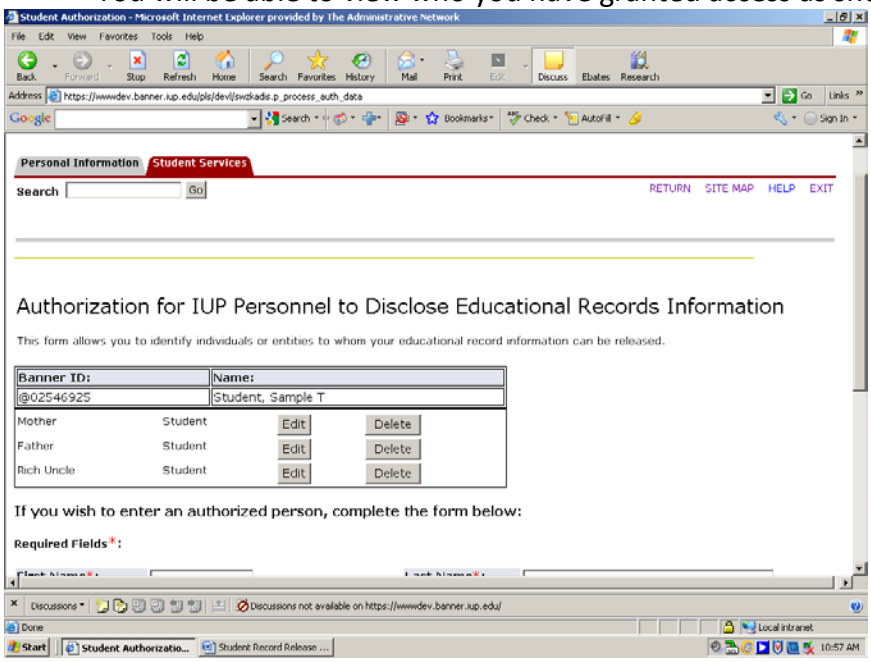


- Complete the "Required Fields" for each authorized person. You will be able to enter more than one person, if you wish. (See next page.) NOTE: It is **your** responsibility to provide each person you list with **BOTH** the security keyword and security phrase you have listed. They will need to know both in order to access your educational record information.
- The security keyword and security phrase can be different for each person or can be the same. That is up to you.
- Review the different information contained in each category and place a checkmark in each category where you want to grant access. See sample below.

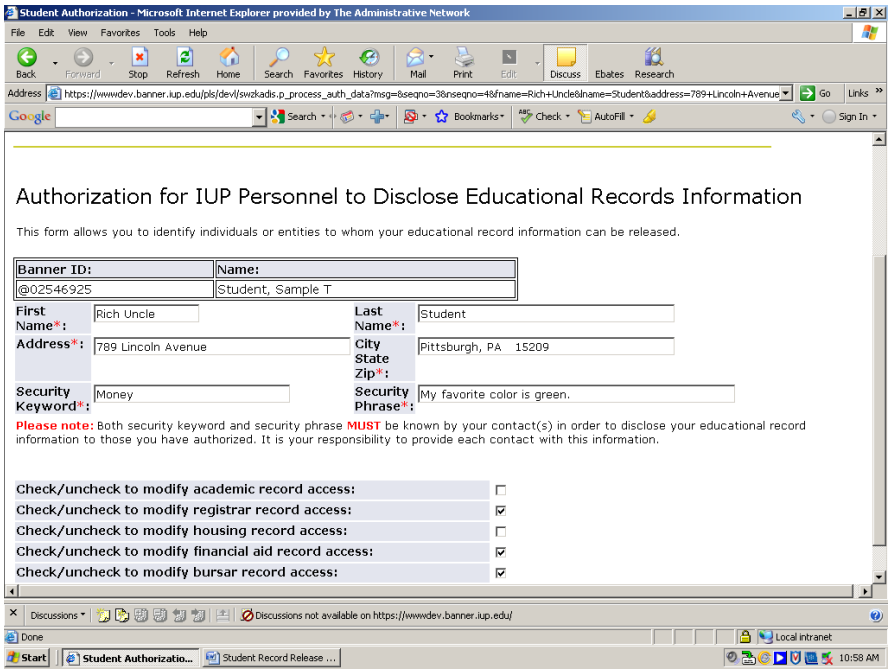


As you can see, this student authorized his mother to have access to all categories of his educational record information. In keeping with the Family Educational Rights and Privacy Act (FERPA) those decisions are made by the student. You can choose, or not choose, to release your educational record information.

- Continue adding individuals or entities as you desire, following the instructions above. You will be able to view who you have granted access as shown below.



- If you would like to delete an individual, click on the “delete” button and hit “submit”. If you would like to edit any information regarding educational record access, click on the “edit” button and check or uncheck the related box. See example below.



These authorizations stay in place until you delete or edit. You do not need to re-do these each semester of attendance.

If you have any questions, please contact the Associate Registrar for Student Records in the Office of the Registrar at 724-357-2217.