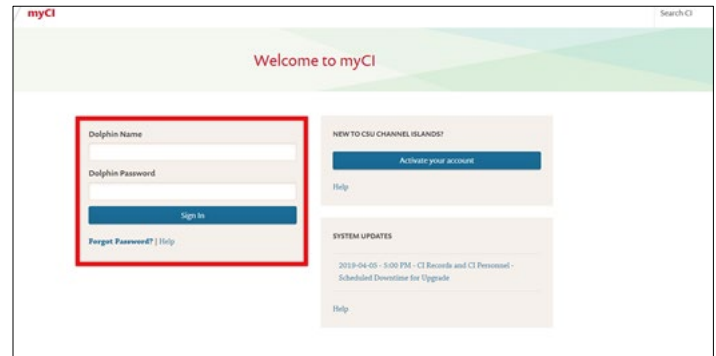


How To Guide: Authorization to Release

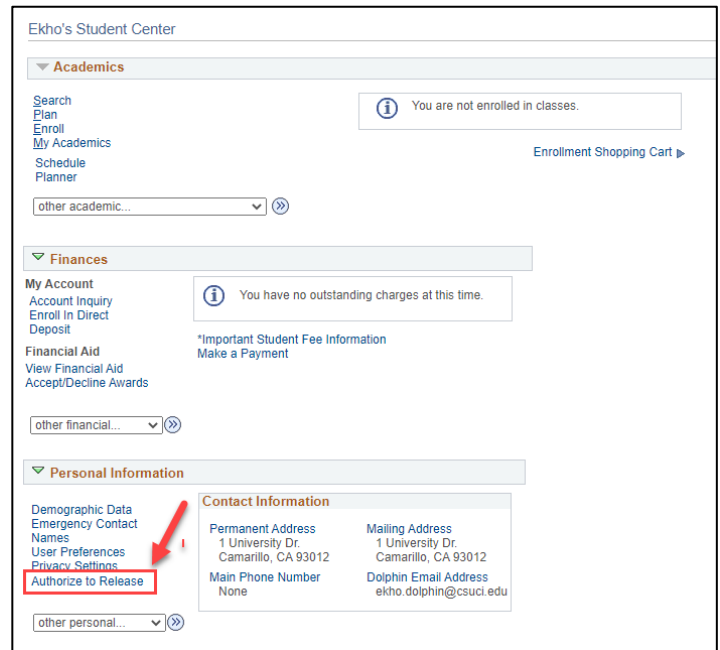
Online FERPA form that allows students to authorize a designated individual to have access to their education record.

1. Open your browser and go to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.
2. On the sign-in page:
 - a. Enter your Dolphin Name* (ex. first.last)
 - b. Enter your Dolphin Password*
 - c. Click on "Sign in" to log in.

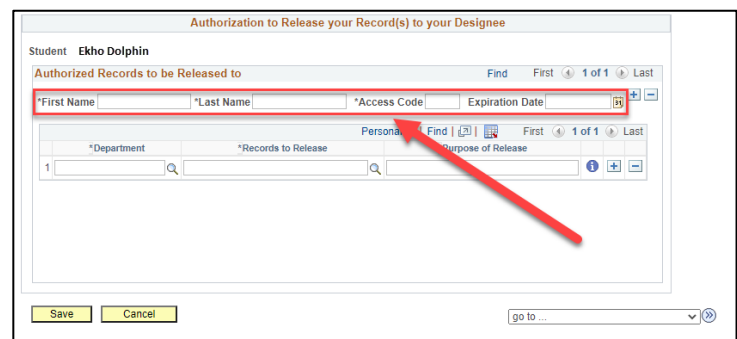
*Both are case sensitive.
3. Once you are logged into myCI, click on **CI Records**



4. In your Student Center, navigate to the **Personal Information** section and in the dropdown select **Authorization to Release**.



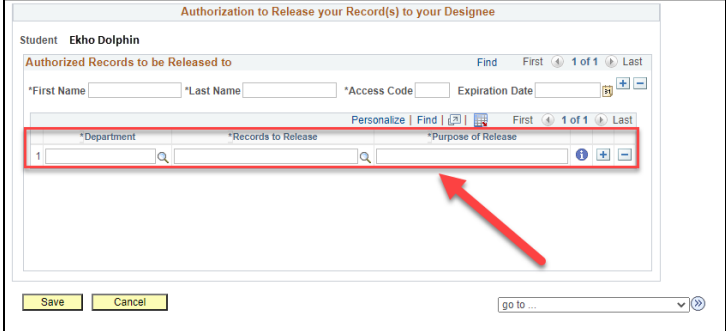
5. Read through the Authorization to Release instructions and information.
6. After reading instructions, input the third-party designees first name, last name, access code, and expiration date.
 - a. Access code must be a 4 digit (Number format only) code specific to the third-party designee.
 - b. Expiration date must fall within range indicated in the instructions.
 - Max expiration date is 1 year
 - If date falls outside expiration days, you will receive an error when you attempt to save.



How To Guide: Authorization to Release

Online FERPA form that allows students to authorize a designated individual to have access to their education record.

7. After entering third-party designee(s), specify the Department, Records to Release, and Purpose of Release.
 - a. You must specify each individual department and record to be released.



Authorization to Release your Record(s) to your Designee

Student Ekho Dolphin

Authorized Records to be Released to Find First 1 of 1 Last

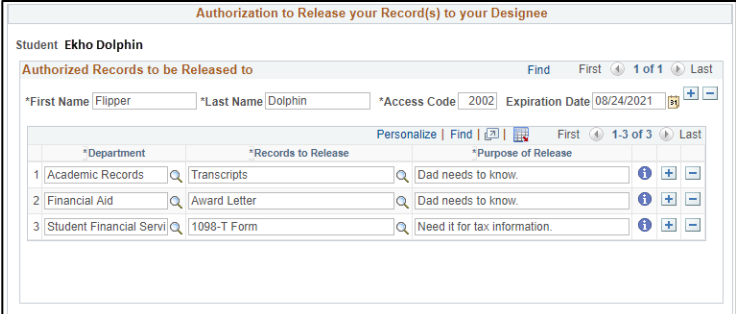
*First Name *Last Name *Access Code Expiration Date

Personalize Find First 1 of 1 Last

	*Department	*Records to Release	*Purpose of Release
1			

Save Cancel go to ...

8. Once you have added all you third-party designees, click **Save**.



Authorization to Release your Record(s) to your Designee

Student Ekho Dolphin

Authorized Records to be Released to Find First 1 of 1 Last

*First Name Flipper *Last Name Dolphin *Access Code 2002 Expiration Date 08/24/2021

Personalize Find First 1-3 of 3 Last

	*Department	*Records to Release	*Purpose of Release
1	Academic Records	Transcripts	Dad needs to know.
2	Financial Aid	Award Letter	Dad needs to know.
3	Student Financial Serv	1099-T Form	Need it for tax information.

9. Please, keep in mind you can always edit your third-party designee or records to be released at any time.