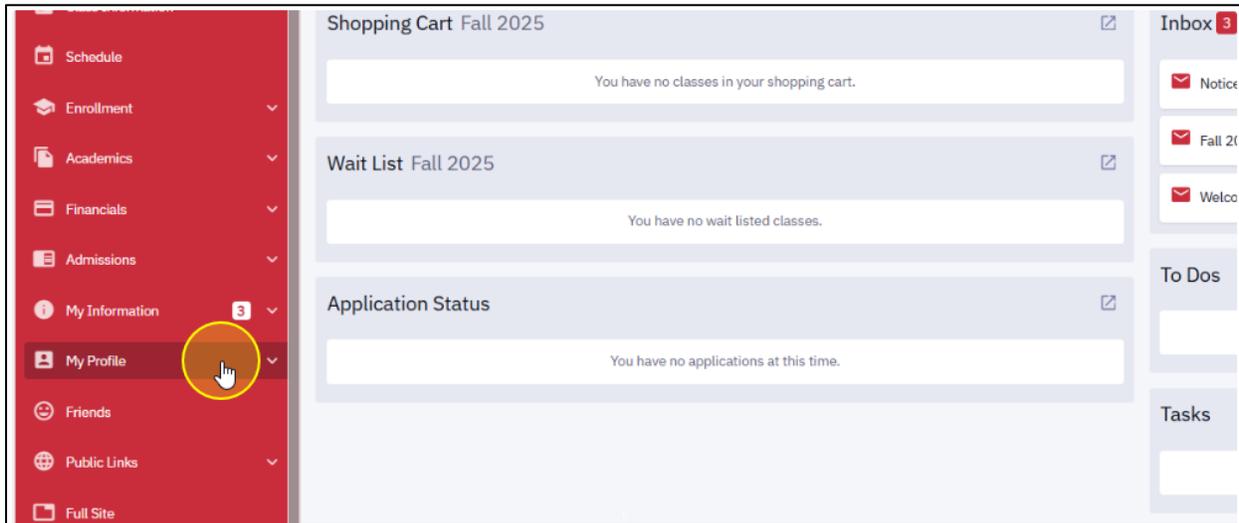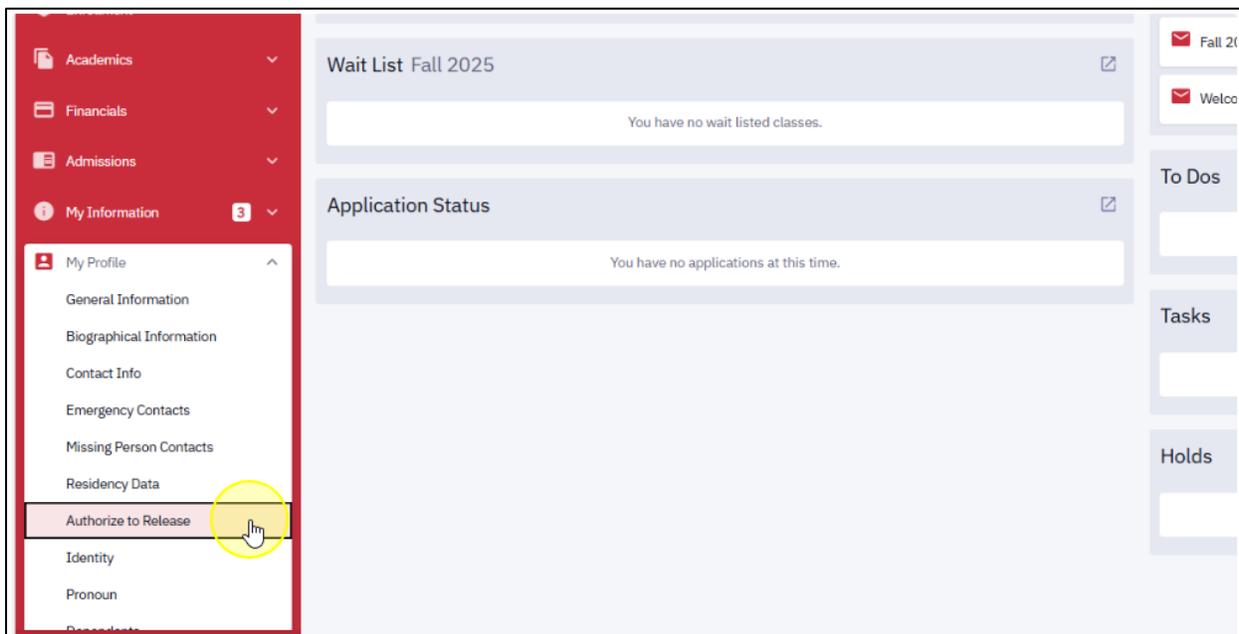# Quick Guide: Authorization to Release

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

Navigation:

1. Log into myCI and Click the CI Records Tile.

2. From your Dashboard, click on the My Profile drop-down
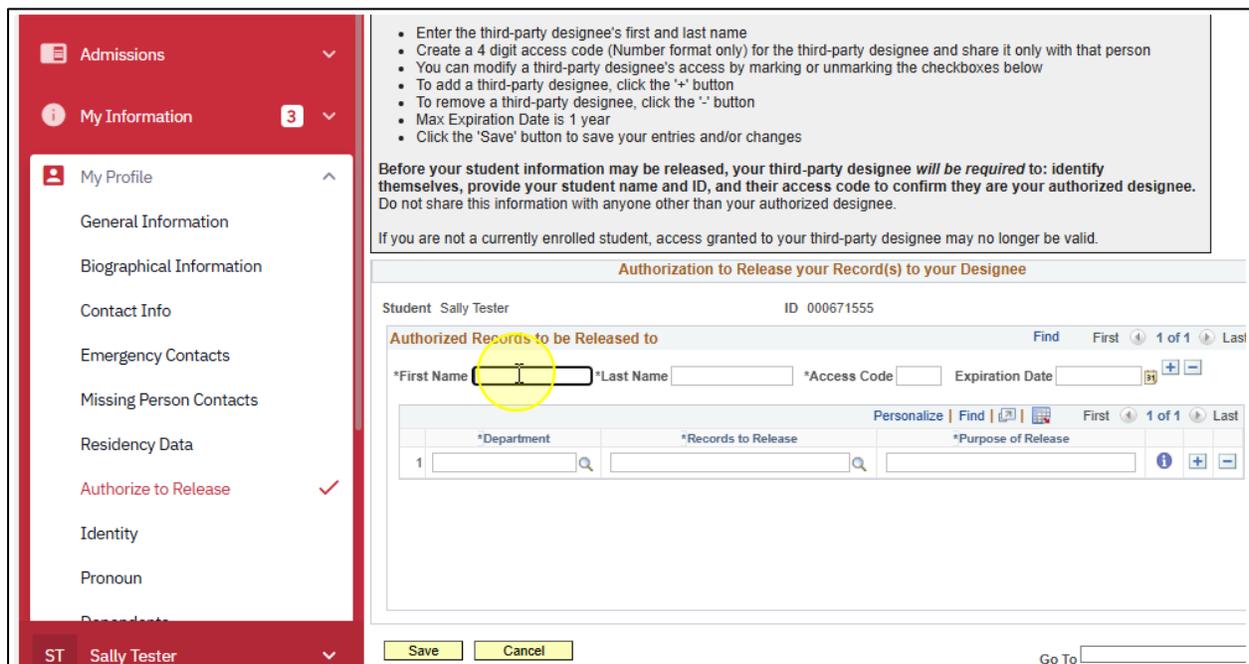

2. Click "Authorize to Release"

3. Read through the Authorization to Release instructions and information.

4. After reading instructions, input the third-party designees first name, last name, access code, and expiration date.

- Access code must be a 4-digit (Number format only) code specific to the third-party designee.
- 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.*

5. After entering third-party designee(s), specify the Department, Records to Release, and Purpose of Release.

- You must specify each individual department and record to be released.

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

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

For assistance, please contact us at registrar@csuci.edu or visit the Enrollment Center on the First Floor of Marin Hall.