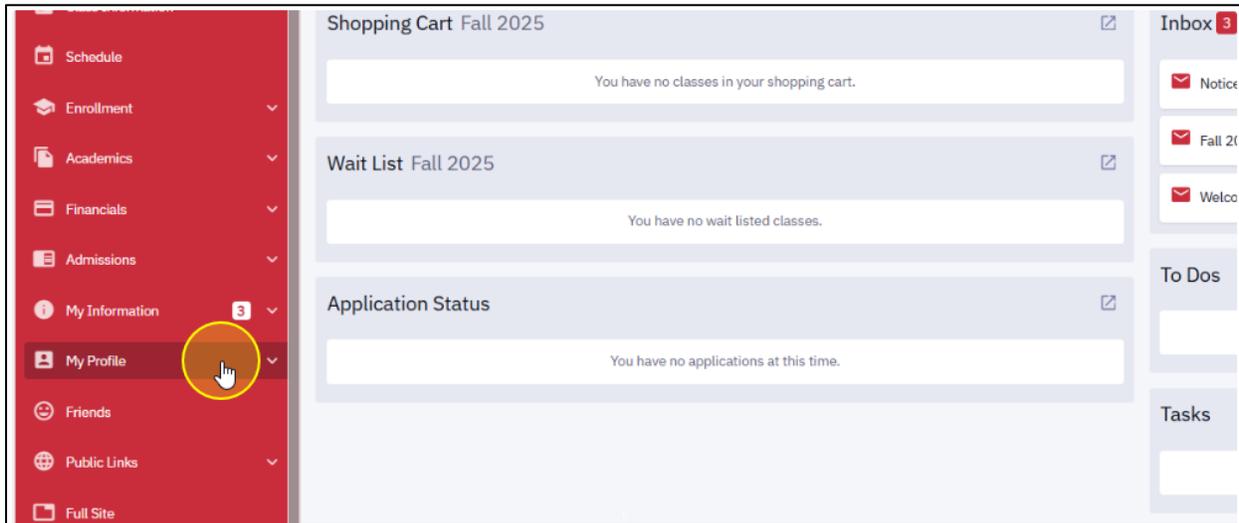


# Quick Guide: Authorization to Release

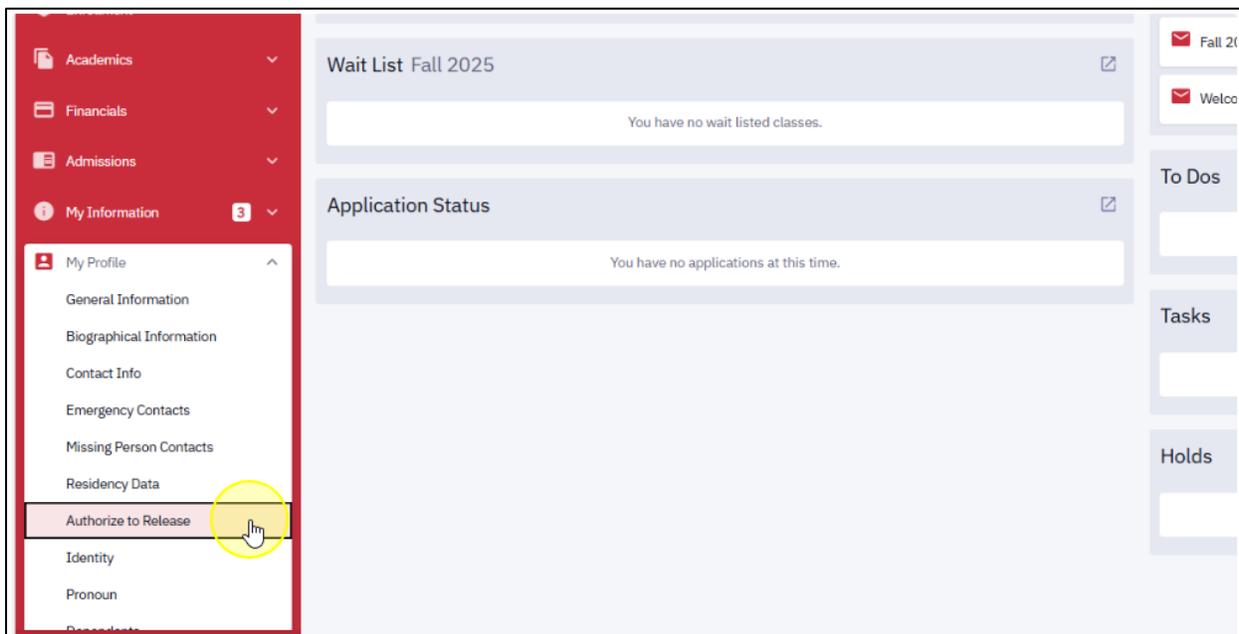
Online FERPA form that allows students to authorize a designated individual to have access to their education record.

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"

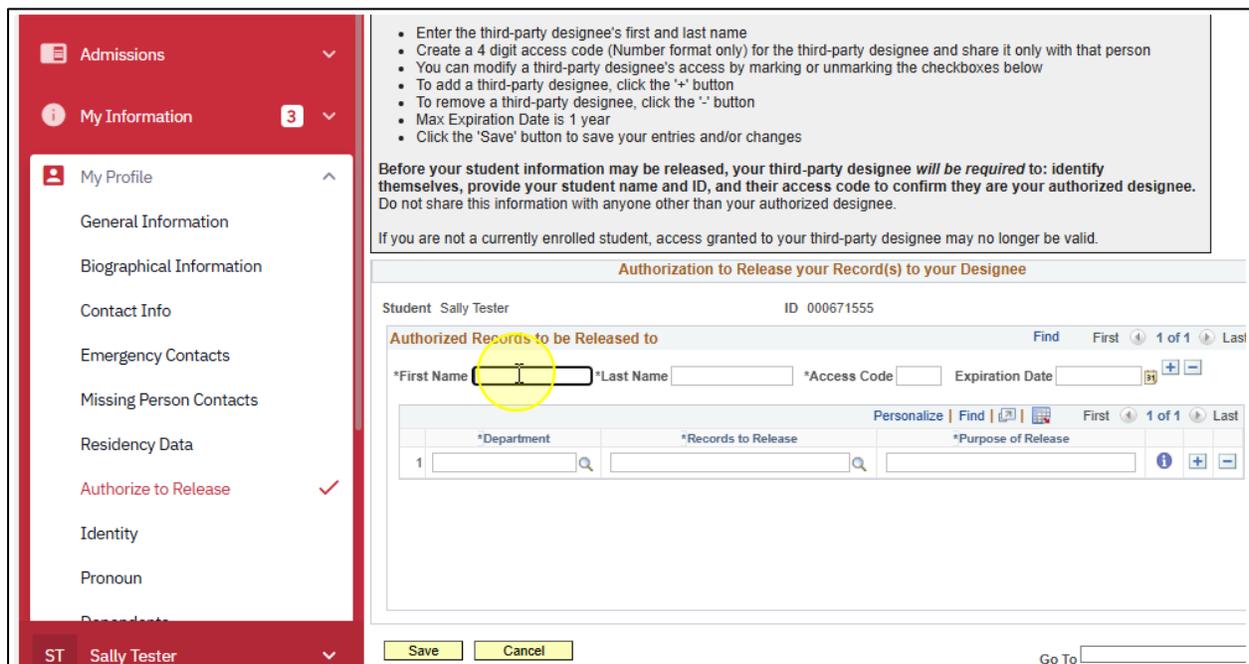


3. Read through the Authorization to Release instructions and information.

# Quick Guide: Authorization to Release

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.*



- Enter the third-party designee's first and last name
- Create a 4 digit access code (Number format only) for the third-party designee and share it only with that person
- 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
- To remove a third-party designee, click the '-' button
- Max Expiration Date is 1 year
- 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.

**Authorization to Release your Record(s) to your Designee**

Student Sally Tester ID 000671555

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

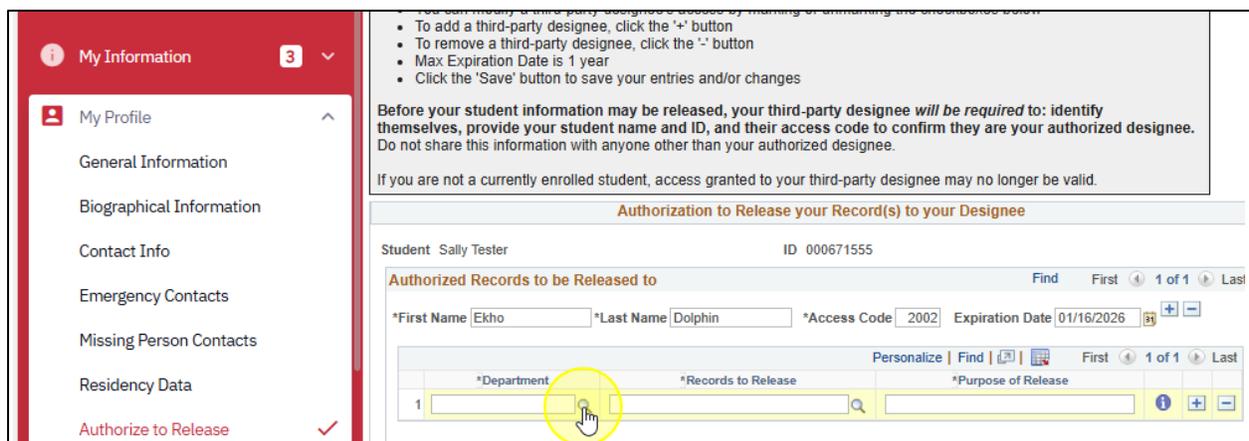
\*First Name  \*Last Name  \*Access Code  Expiration Date  + -

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

Save Cancel Go To

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.



- To add a third-party designee, click the '+' button
- To remove a third-party designee, click the '-' button
- Max Expiration Date is 1 year
- 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.

**Authorization to Release your Record(s) to your Designee**

Student Sally Tester ID 000671555

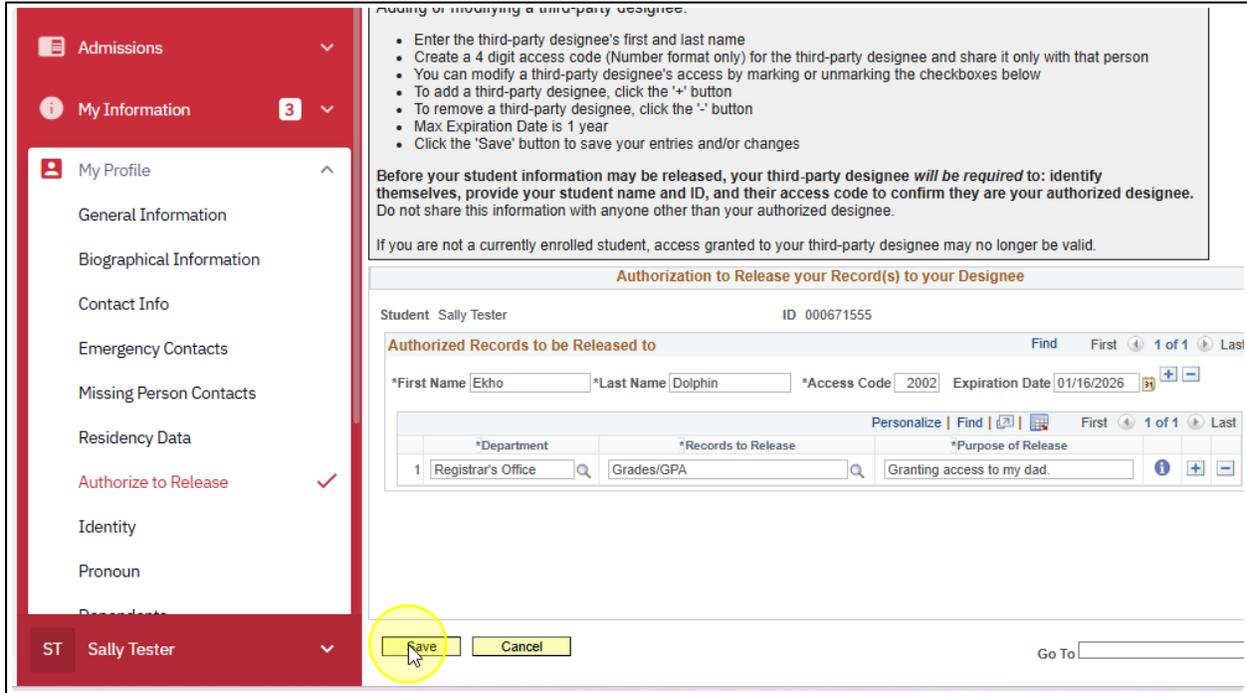
**Authorized Records to be Released to** Find First 1 of 1 Last

\*First Name Ekho \*Last Name Dolphin \*Access Code 2002 Expiration Date 01/16/2026 + -

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

# Quick Guide: Authorization to Release

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



Adding or modifying a third-party designee.

- Enter the third-party designee's first and last name
- Create a 4 digit access code (Number format only) for the third-party designee and share it only with that person
- 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
- To remove a third-party designee, click the '-' button
- Max Expiration Date is 1 year
- 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.

**Authorization to Release your Record(s) to your Designee**

Student Sally Tester ID 000671555

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

\*First Name Ekho \*Last Name Dolphin \*Access Code 2002 Expiration Date 01/16/2026

	*Department	*Records to Release	*Purpose of Release
1	Registrar's Office	Grades/GPA	Granting access to my dad.

ST Sally Tester

**Save** **Cancel** Go To

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.