

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 <u>https://myci.csuci.edu</u> or connect through <u>www.csuci.edu</u> 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**.

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Dolphin Name	NEW TO CSU CHANNEL BLUNDS?	
Dolphin Pasoword	Activate your account	
Sign In Perget Password? (Unip	SYSTEM UPDATES	
	2019-04-05 - 5:00 PM - CE Records and CE Personnel - Scheduled Deventione for Upgrade	
	Help	

Academics				
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✓ Finances				
My Account Account Inquiry Enroll In Direct Deposit Financial Aid View Financial Aid Accept/Decline Awards	You have no outstar Important Student Fee Infor Make a Payment	You have no outstanding charges at this time. rtant Student Fee Information a Payment		
other financial 🗸 📎				
Personal Information				
Demographic Data Emergency Contact Names User Preferences Privacy Settings Authorize to Release	Contact Information Permanent Address 1 University Dr. Camarillo, CA 93012 Main Phone Number	Mailing Address 1 University Dr. Camarillo, CA 93012 Dolphin Email Address		

- 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 code specific to the third-party designee.
 - b. Expiration date must fall within range indicated in the instructions.
 - If date falls outside expiration days, you will receive an error when you attempt to save.

st Name	*Last Name	*Access Code Expiration Date 10 + -
*Department	*Records to Release	Personal Find 21 First () 1 of 1 () Last Runpose of Release



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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.

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

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1	Academic Records	Q	Transcripts	Q	Dad needs to know.	6	+	-	
2	Financial Aid	Q	Award Letter	Q	Dad needs to know.	0	+	-	
3	Student Financial Servi	Q	1098-T Form	Q	Need it for tax information.	6	+	-	

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