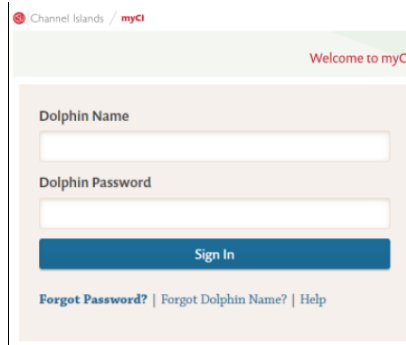


How to Guide: Authorization to Release

1. Login to myCI portal.
 - Dolphin Name and Password are case sensitive.
 - If you forgot your password, click on **'Forgot Password'**.



Channel Islands / myCI

Welcome to myCI

Dolphin Name

Dolphin Password

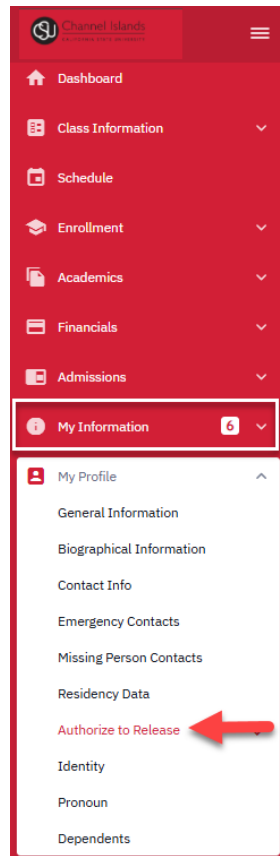
[Sign In](#)

[Forgot Password?](#) | [Forgot Dolphin Name?](#) | [Help](#)

2. Locate and click on the **'CI Records'** tile. You will be routed to your Student Dashboard.

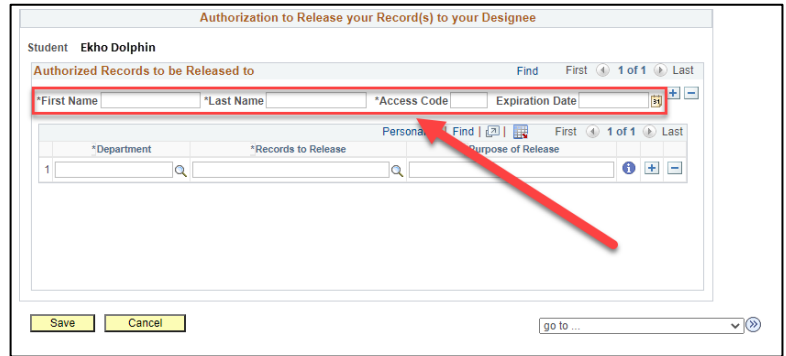


3. Select **'Authorize to Release'** from **'My Information'** section in the menu bar on the left-hand side.

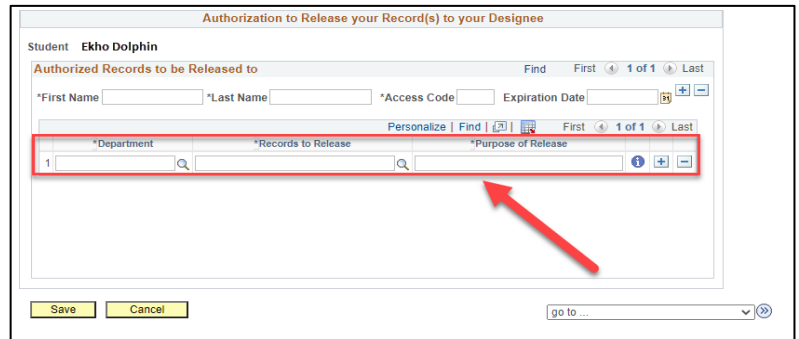


4. Read through the Authorization to Release instructions and information.

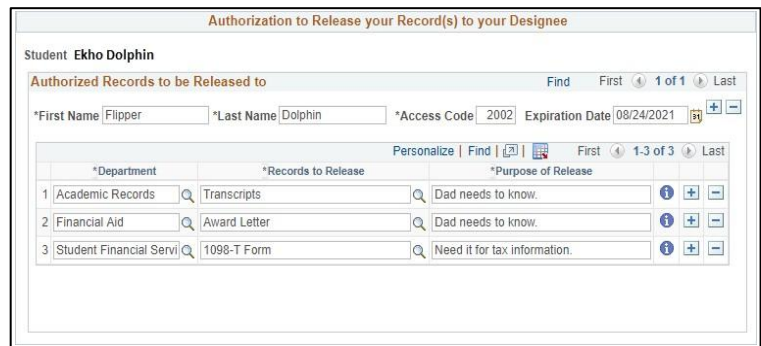
5. After reading instructions, input the third-party designee first name, last name, access code, and expiration date.
- Access code must be a 4-digit code specific to the third-party designee.
 - Expiration date must fall within range indicated in the instructions.



6. 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.



7. Once you have added all the third-party designees, click 'Save'.



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