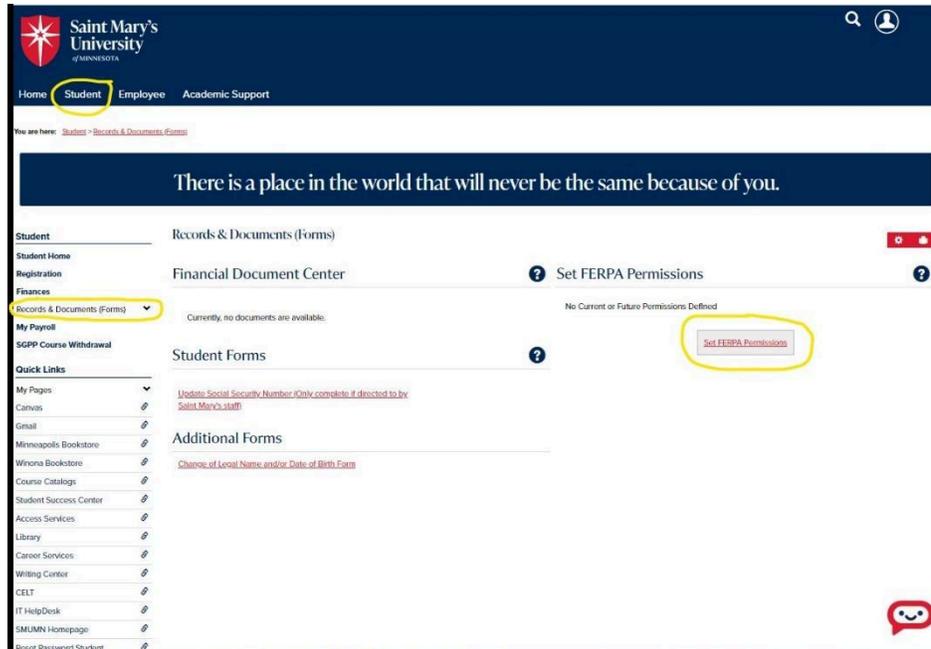


# How to Add FERPA

## What is FERPA?

FERPA stands for Family Educational Rights and Privacy Act. At the post-secondary level, this federal law ensures that student information is protected and not released to anyone unless requested by the student.

1. Log in to the Nest using your SMU ID and Password. On the home page, click **Student** > **Records & Documents (forms)** > **Set FERPA Permissions**



2. Add anyone that you would like by typing their first and last name, email address and relation to you in the boxes provided. You may stop and fill out the information at a later time by clicking **Save and Finish Later**. Once you have filled in the information, click **Next Page** →.

### Set FERPA Permissions

**FERPA**

Jump to page:

**Section 1: Information for the person you want to give access**

Page 1 of 2

1. First Name   
\*Required, Maximum characters allowed: 30

2. Last Name   
\*Required, Maximum characters allowed: 60

3. E-mail Address   
\*Required, Format: x@x.xx

4. What is this person's relationship to you?   
\*Required

 [Next page-->](#)

## How to Add FERPA continued

3. Click **Yes** or **No** to determine if this person may view your **Financial Information**, **Academic Information** and Student Affairs Information. Click Next Page →.

**Section 2: Permissions Information**

Page 2 of 2

1. Permission Start Date 2/5/2024

2. Permission End Date 01/01/2099

3.  
Is this person permitted to view your **financial information**? This includes holds, payments, current balance, etc.  Yes  
 No  
\*Required

4.  
Is this person permitted to view your **academic information**? This includes your academic history (majors/minors/degrees), course and grade history, and an unofficial transcript.  Yes  
 No  
\*Required

5.  
Is this person permitted to view your **student affairs information**? This includes restlife, judicial, meal plan, etc.  Yes  
 No  
\*Required

 [Next page→](#)

4. Review information and permissions and click **Submit Permissions Form**.

5. Please note that you may update your FERPA permissions at any time from the homepage of your student portal.

If you have any questions or concerns, please visit Student Central in LaSalle Hall, email us at [studentcentral@smumn.edu](mailto:studentcentral@smumn.edu), or call us at 612-238-4566.

