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.

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

Saint Mary's University	s		۹ 🌒
Home Student Employ	ee Academic Support		
You are here: Student > Records & Docume	nts./Formsi		
	There is a place in the world that w	ill never be the same because of you.	
Student	Records & Documents (Forms)		0
Student Home			
Registration	Financial Document Center	Set FERPA Permissions	0
Finances			
Records & Documents (Forms)	Currently, no documents are available.	No Current or Future Permissions Defined	
My Payroll		Pro PERMA Resultation	
SGPP Course Withdrawal	Student Forms		
Quick Links			
My Pages 🗸	Update Social Security Number (Only complete if directed to by		
Canvas	Seint Mary's staff		
Gmail	Additional Forms		
Minneapolis Bookstore	Additional forms		
Winona Bookstore	Change of Legal Name and/or Date of Birth Form		
Course Catalogs			
Student Success Center			
Access Services			
Library			
Career Services			
Writing Center			
CELT Ø			-
IT HelpDesk			····
SMUMN Homepage			

 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 \checkmark				
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: xii)x.xx				
4. What is this person's relationship to you?	Select One 🗸			
*Required				

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 "Required	● Yes ○ No
 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
Required 5.	
Is this person permitted to view your student affairs information? This includes reslife, judicial, meal plan, etc. "Required	O No
	Save and Finish Laf

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

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 <u>studentcentral@smumn.edu</u>, or call us at 612-238-4566.

