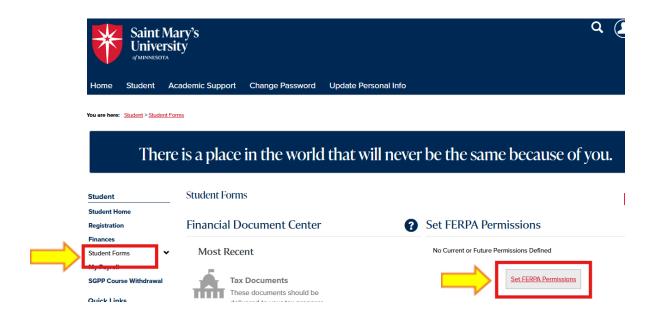
## **How to Add FERPA Permissions**

## 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. Once you are logged in click Student Forms > Set FERPA Permissions

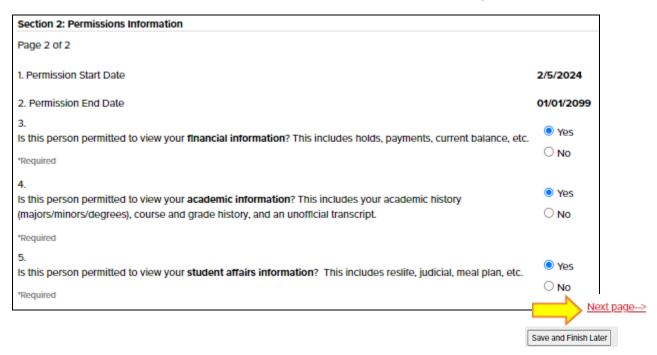


 Add anyone that you would like by typing their first and last name, email address and relation to you in the boxes provided. You may stop and fill out the information at a later time by clicking Save and Finish Later. Once you have filled in the information, click Next Page →.



## **How to Add FERPA Permissions**

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



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.

