

# 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.

1. Log in to the Nest using your SMU ID and Password. Once you are logged in click **Student Forms > Set FERPA Permissions**

The screenshot shows the Saint Mary's University of Minnesota website. The navigation menu on the left includes links for Home, Student, Academic Support, Change Password, and Update Personal Info. The 'Student' link is highlighted, and a red box is drawn around the 'Student Forms' link in the dropdown menu. A yellow arrow points to this link. The main content area shows the 'Set FERPA Permissions' link, which is also highlighted with a red box and a yellow arrow. The page title is 'There is a place in the world that will never be the same because of you.'

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 →**.

The screenshot shows the 'Set FERPA Permissions' form. The form has a title 'Set FERPA Permissions' and a section 'FERPA'. Below this, there is a 'Jump to page' dropdown menu with 'Section 1: Information for the person you want to give access' selected. The form is divided into two pages, 'Page 1 of 2'. The first page contains four required fields: '1. First Name', '2. Last Name', '3. E-mail Address', and '4. What is this person's relationship to you?'. Each field has a text input box or a dropdown menu. A yellow arrow points to the 'Next page →' link at the bottom right of the form.

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## How to Add FERPA Permissions

- 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**

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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 resale, judicial, meal plan, etc.

☒ Yes

☐ No

\*Required

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Save and Finish Later

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

**Submit Permissions Form**

- 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 contact Cardinal Central at 507-457-6655, email us at [cardinalcentral@smumn.edu](mailto:cardinalcentral@smumn.edu) or stop by Monday-Friday from 8:00am-4:30pm.

