<u>Additional Authorized Access / Third Party</u> <u>FERPA Release Overview</u>

Additional Authorized Access (See Page 2 for step-by-step instructions)

UMKC students can grant others direct and <u>authorized online access to their student</u> <u>information</u>, including, but not limited to academic, financial aid, and student financial information.

By authorizing Additional Authorized Access to a member, a student acknowledges that the University is not responsible for any unauthorized disclosure of their information by that member.

Third Party FERPA Release (See Page 5 for step-by-step instructions)

The Family Educational Rights and Privacy Act (Buckley Amendment) prohibits access to or release of educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please see these web sites for full explanation and regulatory exceptions:

http://www.umkc.edu/registrar/records/ferpa_students.asp_or http://www.umsystem.edu/ums/rules/collected_rules/information/ch180/180.020_student_re cords

Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. Release of information is not required by law.

Also, <u>this release allows verbal access only</u>. Student's signature will be necessary for any written or printed documentation such as grades. All permissions granted will stay in effect until removed by the student.

Allow for Additional Authorized Access

- 1. Navigate to the Additional Authorized Access screen.
 - a. Click on the Personal Information tile



b. Click on the Information Privacy dropdown.



c. Click on Additional Authorized Access

Student Center	S	tudent Personal Info		ራ	Q	۵	:	\oslash
よ Demographic Information	AAA Permission	FERPA Permission						
E Names								
Email Addresses	Additional Au	thorized Access	\$					
• Addresses	Students can grant o include, but is not lim	ther users authorized onli hited to, schedule of class	ne access to their student infor es, grades, financial aid, and st	mation, udent fir	which m nancial a	nay account		
Phone Numbers	Information (requires	additional authorization in onal Authorized Access me	n louchNet). embers, students acknowledge	that the	Univers	sity is no	t	
CP Emergency Contacts	Below is a list of those	se members for whom you	a have granted access.	ar regisi	terea me	empers.		
Emergency Mass Notification	You currently have	no Additional Authorized	d Access members. Click the	Add N	Nember	" link to		
Information Privacy	begin the process.		Ado	d Memb	er			
Additional Authorized Access								
FERPA Release								
FERPA Restrictions								
Verify Social Security Number								

2. Select Add Member

Student Cer	ıter			S	tudent Personal Inf	ō		Q	\Diamond	:	\oslash
Demograph	ic Information			Permission	FERPA Permission						
Names											
📩 Email Addre	esses		Add	itional Au	Ithorized Acces	SS					
• Addresses			Stude	nts can grant o le, but is not lin	other users authorized o nited to, schedule of cla	nline access to their studer sses, grades, financial aid,	nt information, and student fi	which m nancial a	nay account		
Phone Num	bers		inform In aut	hation (requires	s additional authorization	n in TouchNet). members, students acknow	vledge that the	Univers	sity is no	t	
CP Emergency	Contacts		Below	is a list of tho	se members for whom y	or their student information ou have granted access.	i by their regis	tered me	empers.		
Emergency	Mass Notification		You ci	urrently have	no Additional Authoriz	ed Access members. Cli	ck the "Add I	Member	" link to		
💼 Informatio	n Privacy	^	begin	the process.			Add Memb	er			
Additional	Authorized Access										
FERPA Rele	ase										
FERPA Res	rictions										
Verify Socia	Security Number										

3. Fill out the name and e-mail address of the individual you are granting additional authorized access. Then, check the boxes corresponding with the information you would like this individual to have access to. After completing the access information, click save. To learn more about the options, click on "Explain These Options."

Additional Authorized Access	1 of 1 🗸
	Delete
Name	
E-Mail Address	
Confirm E-Mail	
Access Granted	
Campus Finances	Directory Information
Academic Information	Financial Aid
Explain These Options	
Add Member	
Save	

4. Once access is granted, an e-mail is sent to the address specified in the previous step. The individual receiving the access will choose the link in the e-mail to proceed.



An account for Additional Authorized Access to UMKC student information has been created for you by

Please follow this link to finish the account setup and create a password: Additional Authorized Access Account Setup

After you have finished the account setup, you will be directed to Pathway where you can access your student's information. You can also access Pathway directly at the following link: Additional Authorized Access Log-In

Please note: For security purposes this link will expire if not used within 24 hours. If the link is expired, you will be directed to the sign-on page. Click the "Forgot Your Password?" link and use the password reset process to regenerate a new link.

Thank you and welcome to the UMKC community!

5. The individual is directed to set-up their account and password.

MKC	UM Additional Auth Access
Authorized Access Password	d Setup
In order to complete the accoun your password, UMKC and UM-	it setup, please create a password for your account. In order to maximize the security of -System request that you create a password that meets the following criteria:
Passwords Cannot:	
 contain spaces be based on a word in t be based on your e-ma contain any part of your contain any symbols ot 	the dictionary, or any other UM/campus related term il address rstudent's name or userid her than those listed below
Passwords Must:	
be 8 - 26 characters for contain characters from Uppercase lette Lowercase lette Numbers: (0 - 9 Symbols: (? . ,	Ig. 1 3 of the 4 following character sets: 15: (A - Z) (A - Z) + = \$!)
Be creative! Create a password symbol/numeric substitutions fo	i or phrase that is meaningful to you, but no one would be able to guess. Use simple r letters: "\$" for "S", "3" for "e" or "E", etc.
Password:	
Confirm Password:	
Save Your	Password

6. They will also be provided a link to the login page. Follow the specified links on the pages if the password is unknown.

UMKC	UM Additional Auth Access
Additional Authorized A	ccess Logon. Please enter your e-mail address and password.
E-Mail Address:	
Password:	
	Login Forgot Your Password?

7. The individual will then be directed to the additional authorized access portal where they will have access to the information granted by the student.

UMIKC	UMA
Authorized A	ccess Student Privacy Rights Helpful Links Manage My Account
Additional A	sign O Sign O
Below is a sum is the only one	mary of the access you have been granted by your student, and your student who can add additional access. Select the links below to view the detailed
information for	each area.
	Campus Finances Academic Information
	Campus Finances Academic Information Directory Information
	Campus Finances Academic Information Directory Information Financial Aid

Granting a Third Party FERPA Release

1. Navigate to the FERPA Permission screen.

a. Click on the Personal Information tile



b. Click on the Information Privacy dropdown

✓ Student Center	s	tudent Personal Info		ώ	Q	۵	:	\oslash
Demographic Information	AAA Permission	FERPA Permission						
E Names								
Email Addresses	Additional Au	thorized Access						
• Addresses	Students can grant o include, but is not lim	ther users authorized online ited to, schedule of classes	e access to their studen s, grades, financial aid, a	t information, and student fir	which m nancial a	ay account		
Phone Numbers	information (requires additional authorization in TouchNet). In authorizing Additional Authorized Access members, students acknowledge that the University is not							
CP Emergency Contacts	Below is a list of thos	nauthorized disclosure of the members for whom you h	neir student information nave granted access.	by their regist	erea me	empers.		
Emergency Mass Notification	You currently have no Additional Authorized Access members. Click the "Add Member" link to							
🛅 Information Privacy	begin the process.			Add Memb	er			
Additional Authorized Access								
FERPA Release								
FERPA Restrictions								
Verify Social Security Number								

c. Click on the FERPA Release link

Student Center	:	Student Personal Info		ଜ	Q	¢	:	\oslash	
よ Demographic Information	AAA Permission	FERPA Permission							
E Names									
🚖 Email Addresses	FERPA Pern	FERPA Permission (Verbal Access)							
• Addresses	The Family Educa	ational Rights and Priv	racy Act (Buckley Amend	ment) proh	ibits ac	cess to	or		
Phone Numbers	release of, educati (other than directo	release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please see these web sites for full explanation and regulatory exceptions: <u>http://www.umkc.edu/registrar/records/ferpa_students.asp</u> or							
CP Emergency Contacts	explanation and re								
Figure 2 Emergency Mass Notification	http://www.umsystem.edu/ums/rules/collected_rules/information/ch180/180.020_student_records. Students may not select subsections of academic records to be released. In other words, a								
💼 Information Privacy 🔨	student may not gi release will cover	student may not give a parent access to billing information, but not to grades. Generally, this release will cover all nondirectory information, however, some information such as disciplinary actions may convince additioned period and the student in a writing fermat. Palaces of							
Additional Authorized Access	information is not	information is not required by law.							
FERPA Release	II Also, this release allows verbal access only. Student's signature will be necessary for any written or printee occumentation such as grades. All permissions granted will stay in effect until they are								
FERPA Restrictions	removed by the st	udent.							
Verify Social Security Number	FERPA Permiss	ion (Verbal Access)	Q	1 of 1 💉	-				
	Name Phone Relationship Save	~			+				

2. On the FERPA Permission page, fill out the name, phone number, and relationship for whoever you are granting third party permission. After completing the information for access, choose Save.

FERPA Permission (Verbal Access)	Q 4 4 1 of 1 v > >
Name Phone Relationship	+ -
Save	

3. To remove third party permission from an individual click on the "minus" icon on the right side of the page and click save. To add another third party permission release, click on the "plus" sign.