

# Additional Authorized Access / Third Party FERPA Release Overview

## [Additional Authorized Access \(See Page 2 for step-by-step instructions\)](#)

UMKC students can grant others direct and **authorized online access to their student information**, 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](http://www.umkc.edu/registrar/records/ferpa_students.asp) or

[http://www.umsystem.edu/ums/rules/collected\\_rules/information/ch180/180.020\\_student\\_records](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 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, **this release allows verbal access only**. 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. There are three different ways to do this:
  - a. Link on **Home** page under Student Center

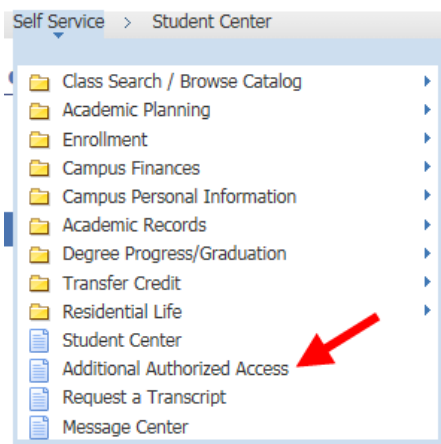
The screenshot shows the 'Welcome to Pathway' interface. On the left, there is a 'Menu' section with a search bar and a list of navigation options. A red arrow points to the 'Additional Authorized Access' link in the menu. The main content area on the right contains a welcome message, a section titled 'What is E-Consent?', and a section titled 'Students' which includes a link to 'Additional Authorized Access'.

- b. Link in **Student Center**

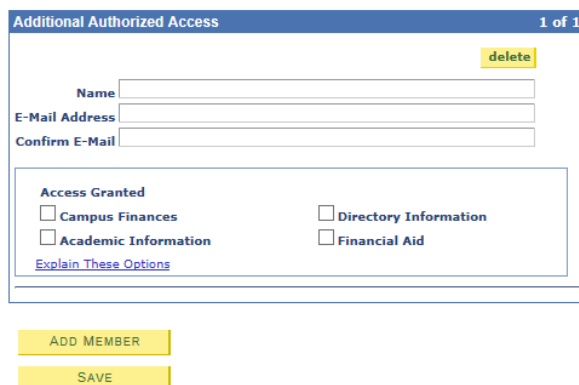
The screenshot shows the 'Student Center' page. The page is divided into several sections: Academics, Finances, and Personal Information. A red arrow points to the 'Additional Authorized Access' link in the 'Personal Information' section. The 'Personal Information' section includes a 'Contact Information' table with local and permanent addresses, phone numbers, and email addresses.

Contact Information	
<b>Local Address</b>	<b>Permanent Address</b>
12205 S Blackbob Rd Apt 307 Olathe, KS 66062-6917 Johnson	12205 S Blackbob Rd Apt 307 Olathe, KS 66062-6917 Johnson
<b>Local Phone Number</b>	<b>UM Assigned Email Address</b>
913/706-2452	coleamy@umkc.edu

- c. Link in drop down menu (Main Menu < Self Service < Additional Authorized Access)



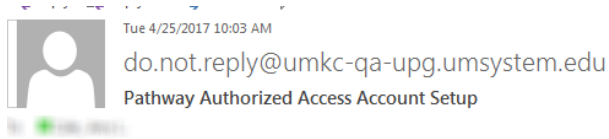
2. Fill out the name and e-mail address of the individual you are granting additional authorized access. Then, check the boxes corresponding with the information you would like this individual to have access. After completing the access information, click save. To learn more about the options, click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

A screenshot of a web form titled "Additional Authorized Access" with a "1 of 1" indicator in the top right corner. The form contains the following fields and options:

- A "delete" button in the top right corner.
- A "Name" text input field.
- An "E-Mail Address" text input field.
- A "Confirm E-Mail" text input field.
- An "Access Granted" section with four checkboxes:
  - Campus Finances
  - Academic Information
  - Directory Information
  - Financial Aid
- A blue link labeled "Explain These Options" below the checkboxes.

Below the form are two yellow buttons: "ADD MEMBER" and "SAVE".

- 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 [REDACTED].

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!

- The individual is directed to the login page. Follow the specified links on the pages if the password is unknown.

## Additional Authorized Access

E-Mail Address:

Password:

[Login](#)   [Forgot Your Password?](#)

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

Authorized Access   Student Privacy Rights   Helpful Links   Manage My Account

[Sign Out](#)

### Additional Authorized Access

Below is a summary of the access you have been granted by your student, and your student is the only one who can add additional access. Select the links below to view the detailed information for each area.

- Campus Finances
- Academic Information
- [Directory Information](#)
- Financial Aid

# Granting a Third Party FERPA Release

1. Navigate to the **Additional Authorized Access** screen. There are three different ways to do this:
  - a. Link on **Home** page

The screenshot shows the 'Welcome to Pathway' page. On the left, there is a 'Menu' with a search bar and a list of options: My Favorites, UM Processes and Reports, Self Service, Reporting Tools, PeopleTools, UM E-Consent, Emergency Mass Notification, and My Personalizations. The main content area has a heading 'Welcome to Pathway' and a message: 'The Pathway system serves all of the University of Missouri - Kansas City's campus community. All users enter through the same access point and use the menu options to the left to navigate through the system.' Below this is a section 'What is E-Consent?' with a paragraph explaining the policy. Further down is a section 'Students' with a paragraph about the Student Center. At the bottom of the 'Students' section, there are two links: 'Additional Authorized Access' and 'Third Party FERPA Release'. A red arrow points to the 'Additional Authorized Access' link.

- b. Link in **Student Center**

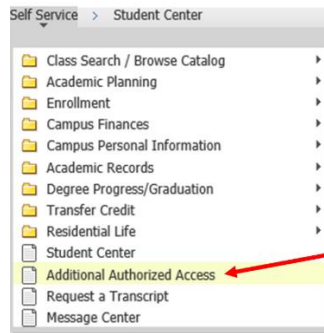
The screenshot shows the 'Student Center' page. The breadcrumb trail at the top reads: Favorites | Main Menu > PeopleTools > Utilities > Administration > Message Catalog > Student Center. The page is divided into several sections:

- Academics:** Includes links for Grades, Search, Plan, Enroll, My Academics, and Schedule Planner. A message states: 'You are not enrolled in classes.' There is also an 'enrollment shopping cart' link.
- Finances:** Includes links for My Account, Account Inquiry, Payment Profile, Manage Direct Deposit, View Bill, and Paid Fees Letter. A message states: 'You have no outstanding charges at this time.' There is also a 'make a payment' link.
- Financial Aid:** Includes links for View Financial Aid, Accept/Decline Awards, Award/Lender Options, and Report Other Financial Aid.
- Personal Information:** Includes links for Demographic Data, Emergency Contact, Names, Verify ssn, and **Additional Authorized Access**. A red arrow points to this link. Below these links is a 'Contact Information' table:

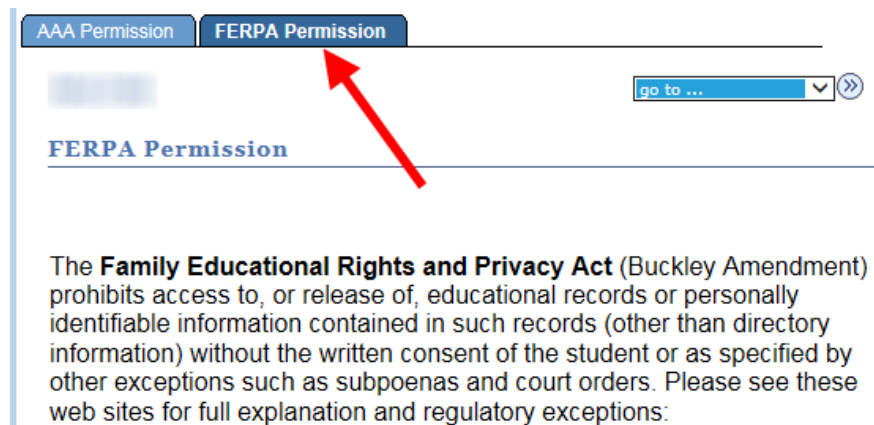
Contact Information	
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<b>Local Phone Number</b>	<b>UM Assigned Email Address</b>
913/706-2452	coleamy@umkc.edu

The right-hand sidebar contains several sections: SEARCH FOR CLASSES, SHARE MY INFORMATION, Holds (Academic Advising Hold), To Do List (Perkins MPN Required), Message Center (New Messages (2)), Milestones (No Milestones), Enrollment Dates (Open Enrollment Dates), Academic Information (Catalogs, Academic Calendar, Major Maps, Degree Audit (DARS)), and Helpful Links (Pathway Help, Registration Guide, Textbook Information).

- c. Link in drop down menu (Main Menu < Self Service < Additional Authorized Access)



2. On the Additional Authorized Access page, **click the FERPA Permission** tab.



3. 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.

 A screenshot of a web form titled 'FERPA Permission'. The form has a blue header with 'Find', 'First', '1 of 1', and 'Last' on the right. The form contains three input fields: 'Name' (with a '+' and '-' icon on the right), 'Phone', and 'Relationship' (a dropdown menu). Below the form is a yellow 'SAVE' button.

4. 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.