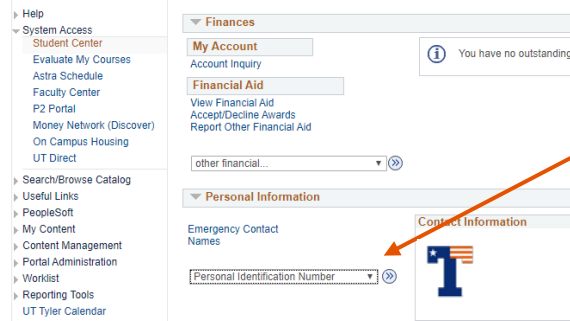


## FERPA Personal Identification Number



- When in your myUTTyler Student Center, scroll down to Personal Information and select Personal Identification Number from the drop down menu and click the go arrow



- The page it takes you to should look like this, you can enter your Personal Identification Number (PIN) in the box that says PIN

**Personal Identification Number**

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the release of records maintained by an institution of higher education and access to student records, including requests for information from parents, guardians, spouses, or others designated by the student. Generally, without a student's written consent, the University of Texas may not disclose information from a student's educational records. The University of Texas at Tyler reserves the right not to disclose student FERPA-protected information at the University's discretion. For additional information regarding FERPA visit <http://www.uttyler.edu/registrant/ferpa/>.

Students who want to allow information released to individuals, or who want to receive information over the phone, in person, or electronically must complete this declaration form providing a standing release to the University of Texas at Tyler to disclose education information. The individuals listed below are granted no rights to act on behalf of the student. This consent cannot be used to access or obtain student treatment records maintained by the University Health Clinic or Student Counseling Center. The University is not responsible for the subsequent uses or disclosures of records once they are released pursuant to this consent.

When contacting The University of Texas at Tyler to inquire about specific information, the student and/or the individual(s) identified below will provide the student's ID number and the following Personal Identification Number (PIN). I understand that picture ID is REQUIRED when any information is requested in person. I also understand by authorizing communication to email accounts, I do so at my own risk and The University of Texas at Tyler is not responsible for the security of the information.

PIN may be letters and/or numbers. No minimum, maximum 10 characters.

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PIN

Students may revoke authorization at anytime by removing the listed individual and changing your PIN.

To add a person, click the plus button. To remove a person, click the minus button.

First Name	Last Name	Relationship	Email Address	Edit/View Release Info
John	Doe	Father	john.doe@internet.com	Edit/View Release Info + -

First Name Last Name

Select Information to Release (check all that apply)

- I give the University of Texas at Tyler permission to release information regarding my education record to myself and any individual(s) listed below with the appropriate student ID number and PIN.
- I give The University of Texas at Tyler permission to release information concerning by the advising office about my educational record information to myself and any individual(s) listed below with the appropriate student ID number and PIN.
- I give the University of Texas at Tyler permission to release information regarding my housing finances and status listed on my account to myself and any individual(s) listed below with the appropriate student ID number and PIN.
- I give the University of Texas at Tyler permission to release information regarding the processing and delivery of my financial aid, scholarships, tuition and fees, and other financial information to myself and any individual(s) listed below with the appropriate student ID number and PIN.

**Purpose of Release (FERPA mandated)**

- Family Communication
- Employment
- College Admission
- Other (specify below)

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- After entering in your PIN you can enter in the first name, last name, relationship, and email address of the third party that you would like to authorize disclosure of information to.

- Click on Edit/View Release Info to view and manage the information you would like to release and the purpose of release. When you are finished click OK.

- If you would like to add or remove a person from the authorized disclosure list you can click on the plus or minus button

- Remember to change your PIN every time you revoke access from a trusted third party!

- When you are finished click save.