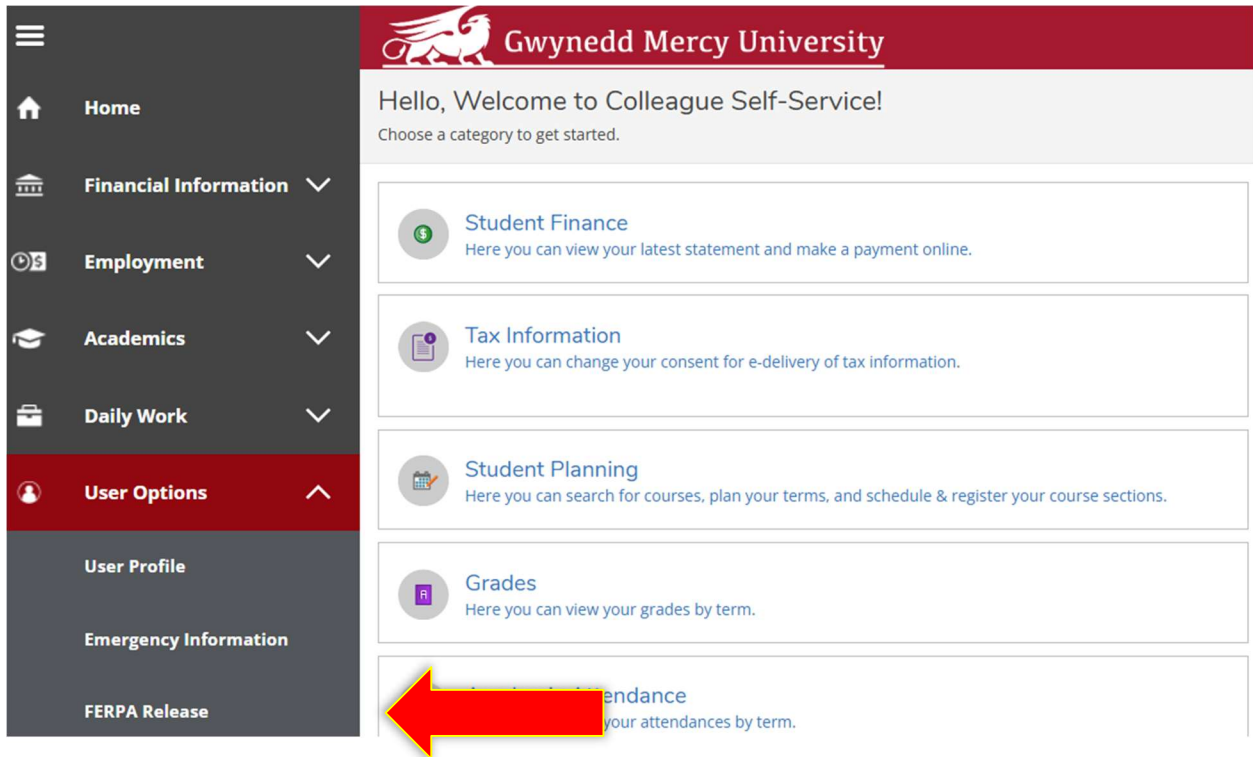


FERPA Release:

If you would like anyone other than yourself, the student, to have access to your Student Records, such as academic, billing and/or financial aid information, please follow the steps below to add their information into our system.

Log into your Self-Service account. On the left side of the screen, click on “User Options”, then select “FERPA Release”



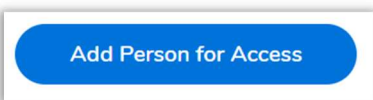
The screenshot shows the Gwynedd Mercy University Self-Service portal. The left sidebar is dark grey with a red highlight on the 'User Options' menu item. The main content area is white with a red header bar containing the university logo and name. Below the header, there is a welcome message and a list of service categories. A red arrow points to the 'Attendance' link in the list.

Category	Service	Description
Student Finance	Student Finance	Here you can view your latest statement and make a payment online.
Tax Information	Tax Information	Here you can change your consent for e-delivery of tax information.
Student Planning	Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.
Grades	Grades	Here you can view your grades by term.
Attendance	Attendance	Here you can view your attendances by term.

Please read the paragraph about the form access in the box at the top of the page before you proceed.


To Grant Access:

- Click on “Add Person for Access” button at the bottom of the page



- First, enter information into the required fields
 - Required information is the First Name, Last Name, relationship to Student, and Pin
 - Start and End dates are not required
 - If Start Date is left blank, access will begin immediately


First Name *	Last Name *	Relationship to Student *	PIN *	Start Date	End Date
Merv	Griffin	Parent	1234	M/d/yyyy	M/d/yyyy


- Choose the access you would like to grant
 - You can pick and choose access by clicking “Allow Select Access” and clicking on the individual boxes
 - If you hover over the  icon, it will give you more details on the information you can access with that selection
 - If you would like to grant access to all, click “Allow Complete Access”


Access *


Allow Complete Access


Allow Select Access


Academic Performance 


Advising Notes 


Attendance 

Financial Aid 

Grades Tests Assignments 

Housing Records 

Student Billing 

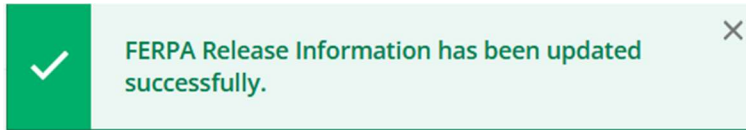
Tutoring Notes 

- Click the Disclosure Agreement check box
- Hit the Submit button.

Disclosure Agreement

I authorize release of any and all student educational records, finance records, billing records or files pertaining to me, including but not limited to financial aid eligibility and student billing account information for the purpose of general disclosure to the parties listed above.

- When completed, you will see a notification in the top right of your Self-Service screen confirming the update



Note: Please be sure that the individuals you authorize know their PIN as they will be required to provide it when requesting information.

We cannot provide your record information to anyone without this PIN.

To Deny Access:

- Select the *“Please check this box if you do not want GMercyU to release any educational or financial information to any third-parties (i.e. parent, guardian, etc.)”* check box if you would like to deny all access



A screenshot of a web form titled "Student Records Release Information". The form has a light blue header and a white main content area. The header text reads: "This form is to allow others to access your educational, tuition, and/or financial aid information". Below this, there is a paragraph explaining FERPA and the University's policy. An information icon (i) is next to a paragraph about consent. A yellow highlighted box at the bottom contains the text: "Please check this box if you do not want GMercyU to release any educational or financial information to any third-parties (i.e. parent, guardian, etc.)."

Editing and Revoking Access:

- Access to student records may be edited or revoked at any time. To edit or revoke access, log into Self Service and navigate to the *“FERPA Release”* page

Name	Information Access	Relationship to Student	PIN	Start Date	End Date	
Merv Griffin	Academic Performance ⓘ Financial Aid ⓘ Student Billing ⓘ	Parent	1234	10/13/2025		ⓘ -



- Click on the  icon to edit the existing access for that person
- Click on the  icon to delete/end date the access for that person. The end date will populate to today's date

