

In myFindlay, the student goes to the Students tab and clicks on the “Grant Access” page.

Welcome back Derrick Oiler ([Personal Info](#) | [Logout](#))

Home Admissions Financial Aid **Students** Student Intranet Employee Info Student Information My Pages

You are here: Students > Academic Information

Students Printer Friendly

Holds

NOTE: There are currently no holds on your account.

Academic Information

Undergraduate

Faculty Advisors: VanAtta, Deborah S. Primary Advisor
Lanzendorfer, Judith Secondary Advisor

Intended Majors: Undeclared

Degree: Bachelor of Arts

Quick Links

My Pages

- The University of Findlay
- UF Mail and Calendar
- UF Online
- Google Docs

The student is now on the Grant Access page. After clicking the checkbox and ‘Submit’, the student can grant permissions to certain categories of information. Here Mom Oiler hasn’t been given access to anything yet. If a student doesn’t see the person to whom they would like to grant access listed, the student can request that a new relationship be added. The student will fill out certain required information and submit.

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Home Admissions Financial Aid **Students** Student Intranet Employee Info Student Information My Pages

You are here: Students > Grant Access

Grant Access Printer Friendly

Grant Access to Student Information

This portlet allows you to provide your parent, guardian, or anyone else with access to certain information. You can also revoke access previously granted. Please read carefully the *Student Disclosure and Release of Information* below. Then, in order to use this portlet, please indicate your understanding and agreement by checking the box following the disclosure and clicking "Submit". You will need to indicate your agreement each time you wish to use this portlet in a new browser session.

Student Disclosure and Release of Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives eligible students certain rights with respect to their education records. FERPA prohibits the University from releasing specific student education records to anyone other than the student without the student's authorization. The University of Findlay (UF) utilizes the "Grant Access" functionality within the MyFindlay portal as a FERPA release authorization.

When a student "grants access" to an individual, the student is also granting UF permission to share specific student information with that individual. If the student does not want an individual to receive that information, the student must revoke that individual's access.

Students may authorize a parent, guardian, spouse, sponsor or other individual to view their student records and receive FERPA-protected information.

By granting access via this portal, I agree to waive my rights under FERPA (for more information on FERPA click here) and allow the person(s) named below to receive access to my student records.

Access granted to student records via this portal remains in effect until officially revoked by the student. I understand that I can revoke this access at any time.

I understand and agree to the **Student Disclosure and Release of Information** above.

Portlet Group	Access Granted
Portlet Group 1: My Account Info Financial Aid Awards Financial Aid Document Tracking	<input checked="" type="checkbox"/>
Portlet Group 2: Session Grades Unofficial Transcript	<input type="checkbox"/>
Portlet Group 3: Current Address of Student	<input type="checkbox"/>
Portlet Group 4: 1098-T Portlet	<input type="checkbox"/>

This icon indicates that access is currently **NOT GRANTED**. Click a red X to grant access to a specific portlet group.
 This icon indicates that access is currently **GRANTED**. Click a green check mark to revoke access to a specific portlet group.

Name of Person	Portlet Group 1	Portlet Group 2	Portlet Group 3	Portlet Group 4
Oiler, Mom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the person to whom you would like to grant access is not listed above, please request a new relationship by clicking 'Add New Relationship' below.

Now, Derrick has given Mom Oiler permission to access all 4 categories of information.

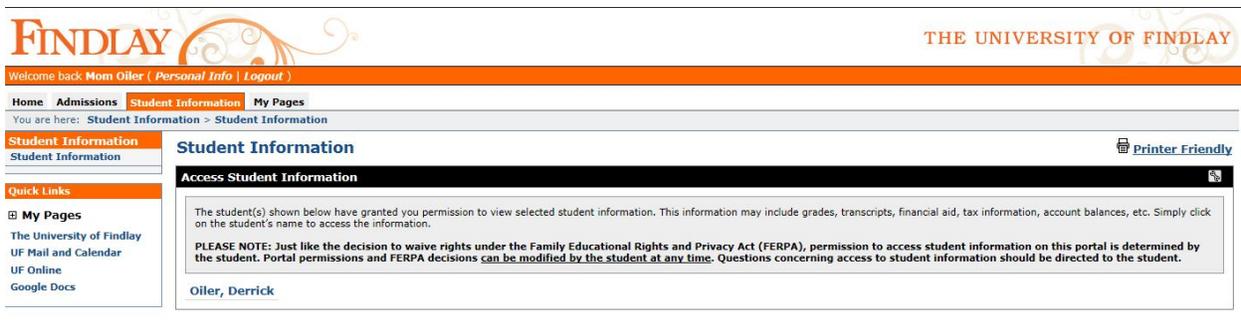
-  This icon indicates that access is currently **NOT GRANTED**. Click a red X to grant access to a specific portlet group.
-  This icon indicates that access is currently **GRANTED**. Click a green check mark to revoke access to a specific portlet group.

Name of Person	Portlet Group 1	Portlet Group 2	Portlet Group 3	Portlet Group 4
Oiler, Mom				

If the person to whom you would like to grant access is not listed above, please request a new relationship by clicking 'Add New Relationship' below.

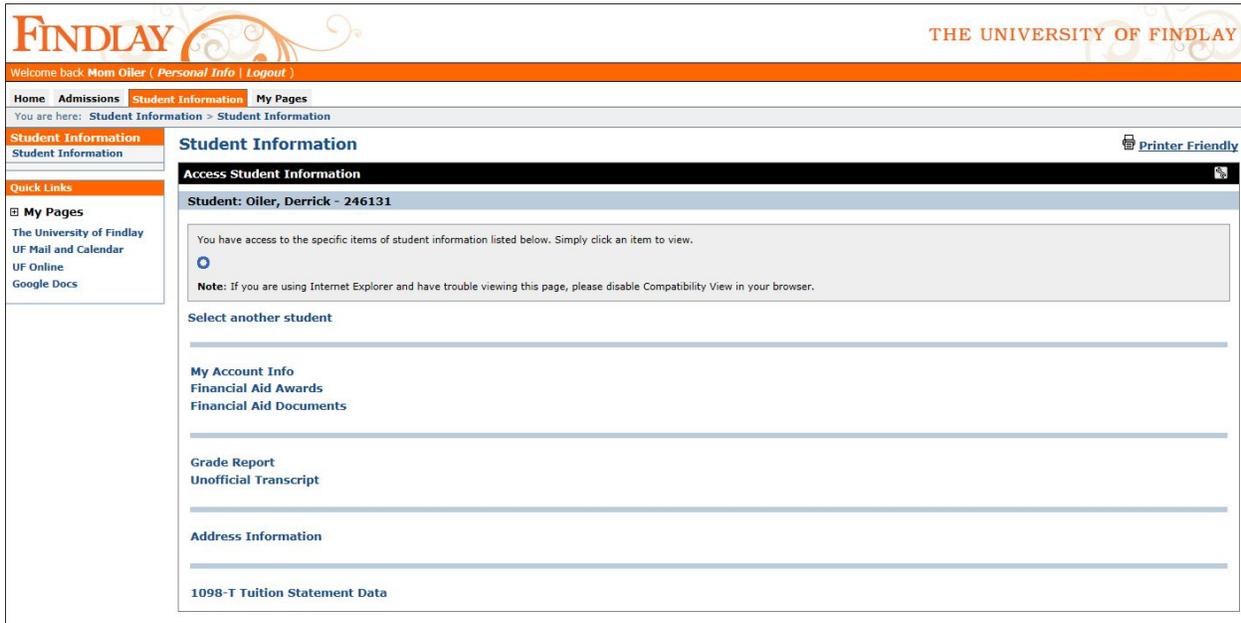
 [Add new relationship](#)

When Mom Oiler logs in and goes to the Student Information tab, she sees a list of all students who have given her access (just Derrick in this case).



The screenshot shows the 'Student Information' page for Mom Oiler. The page title is 'Student Information' and the breadcrumb trail is 'Student Information > Student Information'. The main content area is titled 'Access Student Information' and contains a message: 'The student(s) shown below have granted you permission to view selected student information. This information may include grades, transcripts, financial aid, tax information, account balances, etc. Simply click on the student's name to access the information.' Below this message is a table with one entry: 'Oiler, Derrick'. A 'PLEASE NOTE' section is also present, stating that permission to access student information is determined by the student and can be modified at any time.

Clicking on a student's name, Mom Oiler sees links to the information to which Derrick has given her access.



The screenshot shows the 'Student Information' page for Mom Oiler, specifically for the student 'Oiler, Derrick - 246131'. The page title is 'Student Information' and the breadcrumb trail is 'Student Information > Student Information'. The main content area is titled 'Access Student Information' and contains a message: 'You have access to the specific items of student information listed below. Simply click an item to view.' Below this message is a list of links: 'My Account Info', 'Financial Aid Awards', 'Financial Aid Documents', 'Grade Report', 'Unofficial Transcript', 'Address Information', and '1098-T Tuition Statement Data'. A note is also present: 'Note: If you are using Internet Explorer and have trouble viewing this page, please disable Compatibility View in your browser.'