

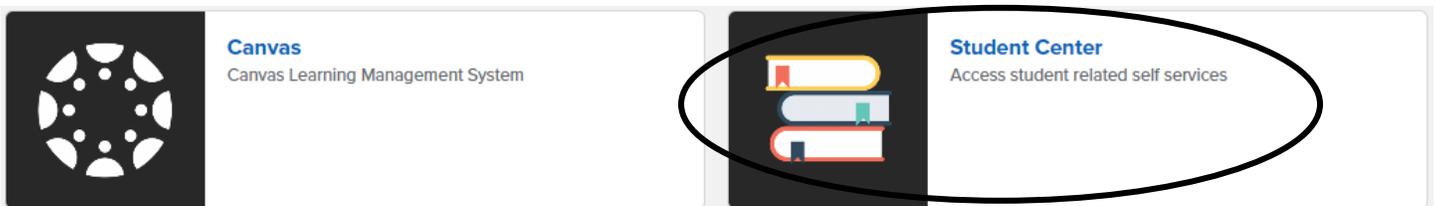
Authorization to Release

You may grant your parent, guardian, or another third-party access to your CSU San Bernardino education records through the Authorization to Release feature in your Student Center. We will not disclose any information from your education record to individuals not identified by you. CSU San Bernardino assumes no liability of honoring your instructions.

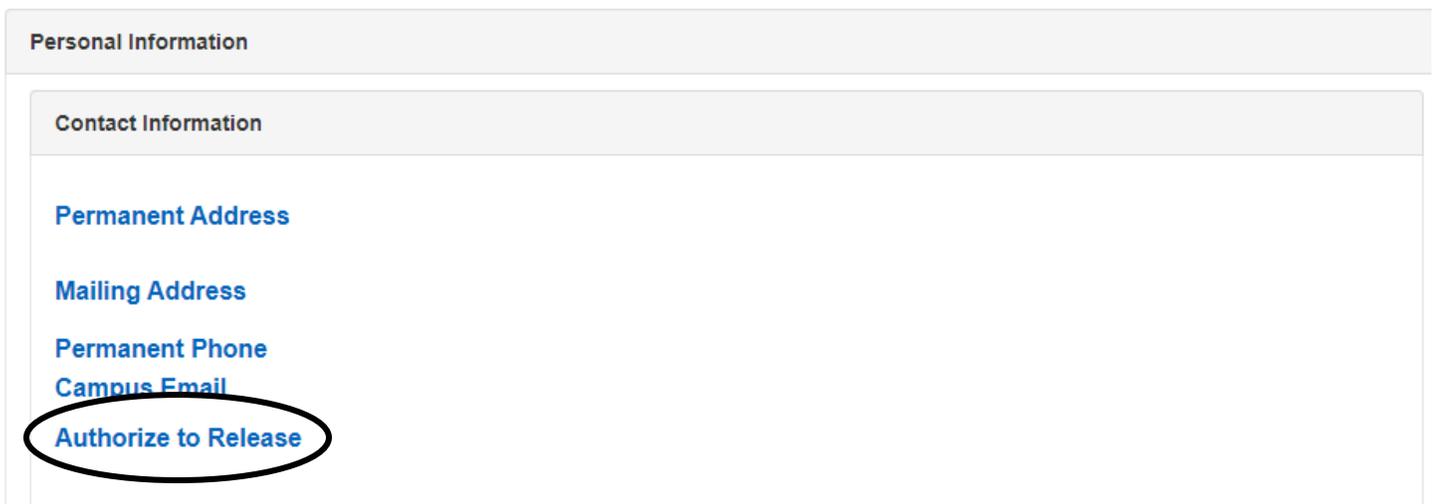
1. Navigate to **myCoyote**.



2. Select **Student Center** tile.



3. Select **Authorization to Release** (near bottom of Student Center page).



Please take a moment to thoroughly read the information provided.

Create an Authorization to Release

Your student records which are maintained by California State University, San Bernardino (CSUSB) are protected under the [Family Educational Rights and Privacy Act](#) (FERPA). FERPA gives you the right to provide consent to disclosures of your education records to third parties, such as your parents, guardian, sponsor, etc.

Upon completing the form below, you are authorizing CSUSB to share your records with your third-party designee(s). PLEASE NOTE: Granting access to one office does not grant access to the other offices.

Office of the Registrar and Academic Advising Programs: may release academic record information, such as grades, enrollment, progress toward degree, academic standing, advising notes, etc.

Student Financial Services: may release charges and payments posted on your student account, and/or financial aid that has been applied or is pending disbursement, as well as current enrollment status, as it affects your balance.

Financial Aid and Scholarship Office: may release financial aid and scholarship information, including student account activity, awards and disbursements, and enrollment and academic data related to your eligibility for financial aid.

Adding or modifying a third-party designee:

- Enter the third-party designee's first and last name
- Create a 4 digit access code for the third-party designee and share it only with that person
- You can modify a third-party designee's access by marking or unmarking the checkboxes below
- To add a third-party designee, click the '+' button
- Click the 'Save' button to save your entries and/or changes

Before your student information may be released, your third-party designee will be required to: identify themselves, provide your student name and ID, and their access code to confirm they are your authorized designee. Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

4. Enter the third-party designee's **first** and **last name**.
5. Create a 4-digit **Access Code** (password) for the third-party designee.
Note: only share the 4-digit code with your designee.
6. Enter the **Expiration Date**.
Note: a maximum of one year is allowed.
7. Use the magnifying glass to select the **Department**.
8. Use the magnifying glass to select the **Records to Release**.
9. Indicate the **Purpose for Release**.
10. Select **Save**.
Note: additional designees can be added by selecting the Add button or deleted by selecting the Delete button.
11. Share the access code with your third-party designee.
Note: Please advise your designee that they will need to identify themselves, provide your name and ID, and the access code to confirm that they are your authorized designee.

Authorization to Release your Record(s) to your Designee

Student

ID

Authorized Records to be Released to

+ Add
✕ Delete

***First Name**

***Last Name**

***Access Code**

Expiration Date

	*DEPARTMENT	*RECORDS TO RELEASE	*PURPOSE OF RELEASE		ADD	DELETE
1	Office of the <input style="width: 20px; height: 15px; border: 1px solid #ccc;" type="text"/>	Grades <input style="width: 20px; height: 15px; border: 1px solid #ccc;" type="text"/>	My dad pays my tuition. <input style="width: 20px; height: 15px; border: 1px solid #ccc;" type="text"/>		+ Add	✕ Delete

< FIRST
< PREVIOUS
1 OF 1
NEXT >
LAST >

[FIND](#) | [DOWNLOAD](#)

Save

Cancel