

# Student Financial Services

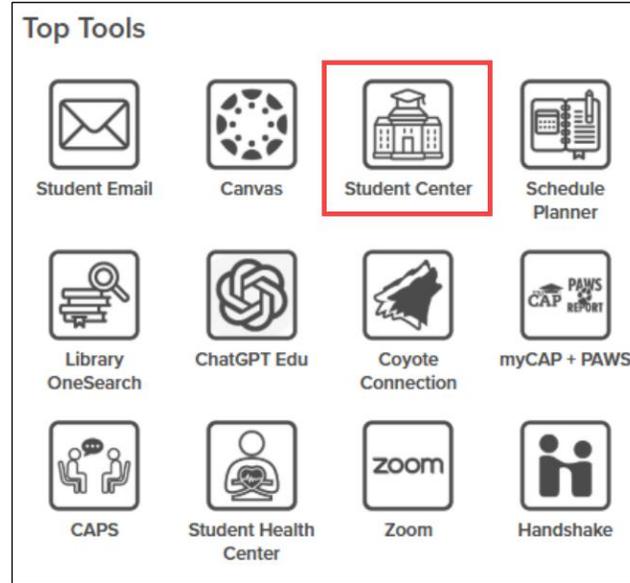
## **AUTHORIZE TO RELEASE (FERPA)**



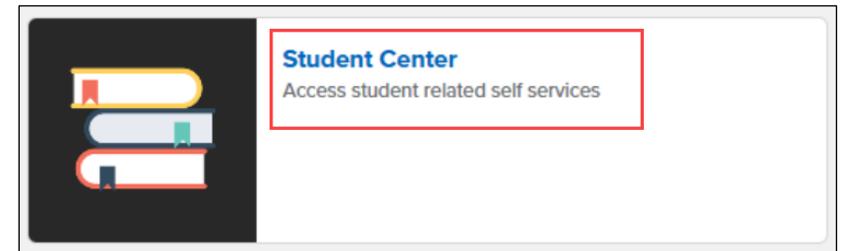
# Step 1

- Log into MyCoyote and click on **Student Center**

## New Version of MyCoyote

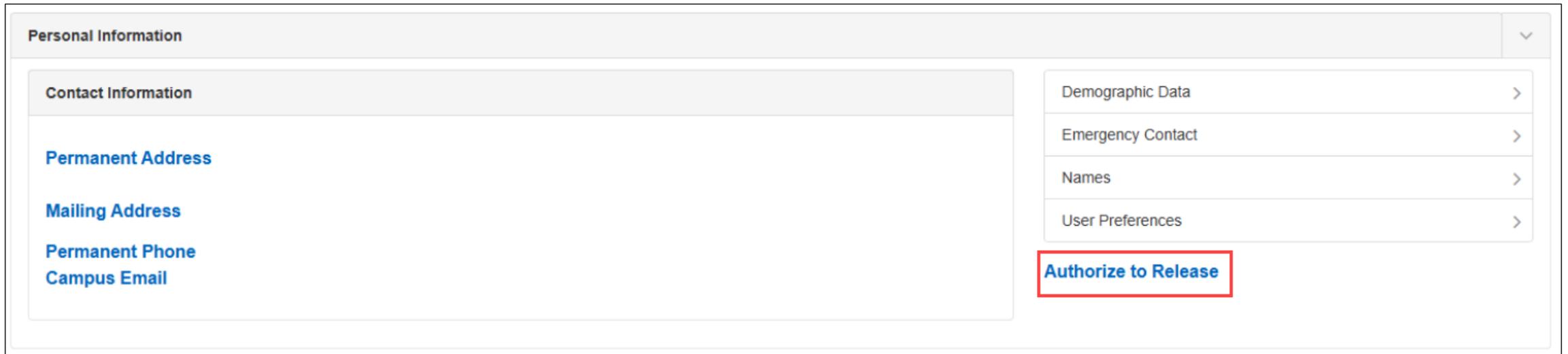


## Old Version of MyCoyote



# Step 2

- Under the **Personal Information** section, click on **Authorize to Release**



The screenshot shows a web interface for 'Personal Information'. On the left, there is a sidebar with a 'Contact Information' header and several blue links: 'Permanent Address', 'Mailing Address', 'Permanent Phone', and 'Campus Email'. On the right, there is a main content area with a list of categories: 'Demographic Data', 'Emergency Contact', 'Names', and 'User Preferences', each with a right-pointing chevron. Below this list is a blue button labeled 'Authorize to Release', which is enclosed in a red rectangular box.

# Step 3

- Enter all **required** information.
- Please note, each department requires their own **Authorize to Release**.
- Click **save** when finished.

Create an Authorization to Release Return

**Cody Coyote** Menu

[View Full Site](#)

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.

Authorization to Release your Record(s) to your Designee

Student: Cody Coyote  
ID: 001234567

Authorized Records to be Released to

[+ Add](#) [X Delete](#)

\*First Name

\*Last Name

\*Access Code

Expiration Date

	*DEPARTMENT	*RECORDS TO RELEASE	*PURPOSE OF RELEASE	ADD	DELETE
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">+ Add</a>	<a href="#">X Delete</a>

[< FIRST](#) [< PREVIOUS](#) 1 OF 1 [NEXT >](#) [LAST >](#)

[FIND](#)

[Cancel](#) [Save](#)