Student Financial Services
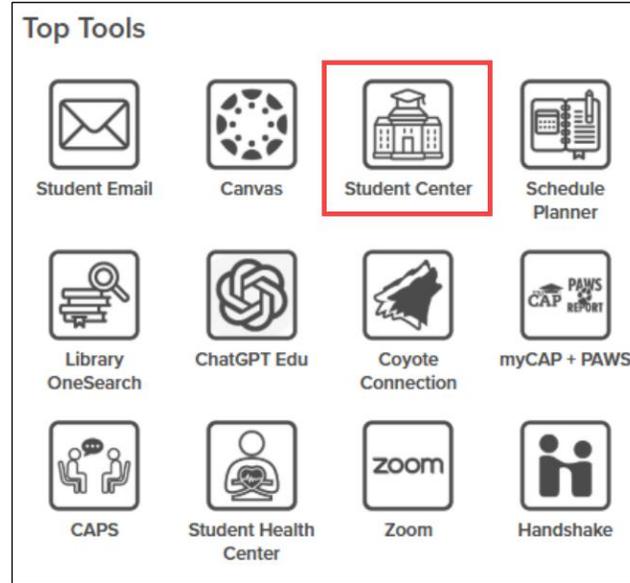
AUTHORIZE TO RELEASE (FERPA)

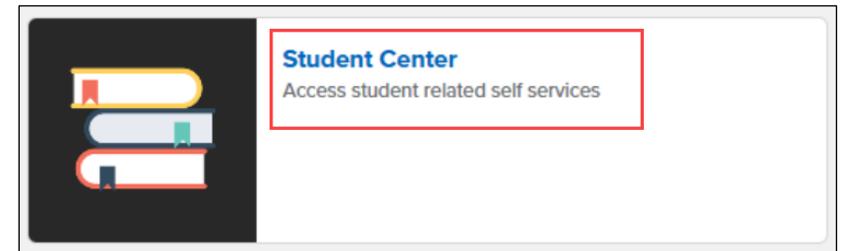CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Step 1

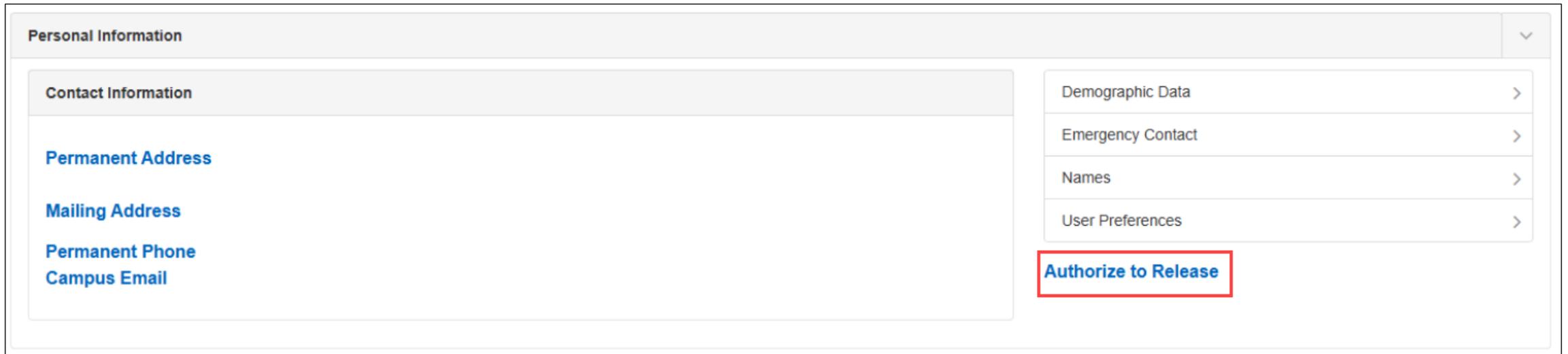- Log into MyCoyote and click on **Student Center**

New Version of MyCoyote

Old Version of MyCoyote

Step 2

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

Step 3

- Enter all **required** information.

- Please note, each department requires their own **Authorize to Release**.

- Click **save** when finished.