


HOW TO?

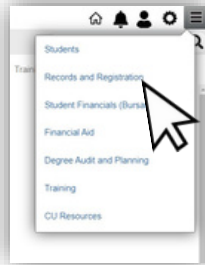
Give FERPA Consent

1




[Sign in](#) to the myUCCS Portal.

2



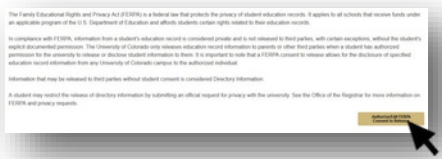
Click on the **Records and Registration** link from the dropdown at the top right of the page.

3



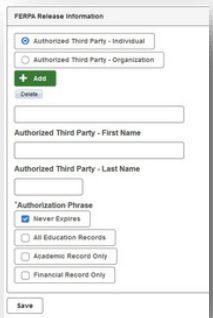
Click the **FERPA Consent to Release** box.

4




It is important to read the information about what the FERPA is. Click **Authorize/Edit FERPA Consent to Release** after reviewing this information.

5



Here, you can grant permissions to any individuals you would like to have access to your educational information.

6



Please remember to give individuals listed the authorization phrase you set up when granting FERPA permission. The individual(s) listed will need to state this phrase any time they contact UCCS on your behalf. Remember that the **FERPA Consent can be cancelled at any time.**

FERPA consent allows parents, spouses, and other individuals to contact UCCS offices on behalf of the student and have access to the student's **private educational information**. For new freshman students, this consent is needed **once the student enrolls in UCCS courses**.



Financial Aid and Student Employment

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