



Navigation: [MyCSUEB](#) > Student Homepage > Profile tile > Authorization to Release

The Family Education Rights and Privacy Act (FERPA) is a federal law that provides protections for student education records. Cal State East Bay must have a student's written authorization before sharing any of their information to third parties such as their parent(s), guardian, sponsor, etc.

The screenshot shows the Cal State East Bay MyCSUEB student portal. At the top, there is a red header with the university name. Below this is a grid of tiles for various services: COVID-19 Self Certification, Academic Records, Announcements & Messages, Student Record Services, Student Finance, Financial Aid, Manage Classes, Profile, Tasks, Admissions, and Student Association Links. A blue arrow points to the 'Profile' tile. Below the grid is a sidebar with a list of options: Personal Details, Pref Names, Contact Details, Addresses, Emergency Contacts, Pronouns, and 'Authorize to release' (which is highlighted in green and has a blue arrow pointing to it). To the right of the sidebar is the 'Create an Authorization to Release' form.

### Create an Authorization to Release

Your student records which are maintained by Cal State East Bay 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 the specific university officials to disclose your information with your third-party designee(s). Granting access to one office does not grant access to the other offices. Cal State East Bay does not release grades, GPA information or class schedule.

**ADMISSIONS OFFICE:** may release information about admission status and transfer credit

**OFFICE OF THE REGISTRAR and ACADEMIC ADVISING PROGRAMS:** may release academic information such as enrollment, academic standing, and units completed.

**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 OFFICE:** may release information about FAFSA/CADAA information, financial aid award, satisfactory academic progress information, financial aid history, financial aid eligibility status, and enrollment/academic information.

## Create an Authorization to Release

By completing the Authorize to Release in MyCSUEB, you are authorizing specific department(s) to share your records with your third-party designee(s). Granting access to one department does not grant access to the other departments.

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**HOUSING AND RESIDENTIAL LIFE:** may release information about contract status, room assignment and resident wellness status.

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.

#### Authorized Records to be Released to

The form contains the following fields and controls:

- 1**: First Name input field
- 2**: Last Name input field
- 3**: Access Code input field
- 4**: Expiration Date input field with a calendar icon
- 5**: Department selection dropdown
- 6**: Records to Release selection dropdown
- 7**: Purpose of Release selection dropdown
- 8**: Information icon (i)
- 9**: Add (+) and Remove (-) buttons
- 10**: Save button
- 11**: Cancel button

### Processing Steps and Field Descriptions

1. **First Name:** The first name of the third party designee.
2. **Last Name:** The last name of the third party designee.
3. **Access Code:** Create a four-digit access code for the third-party designee and provide the access code with that person.
4. **Expiration Date:** List an expiration date for the authorization of release. This can be no more than two years from the date it is completed.
5. **Departments:** Select specific department(s) to share your records with your third-party designee. You can deselect specific department(s) when you want to discontinue sharing your records with your third-party designee.

- a. You may amend the department access of your third party designee at any time.
- b. You can remove a third party designee from the *Create an Authorization to Release* page once it has been saved, and you can remove access by selecting the minus sign next to each department.
6. **Record(s) to Release:** Select specific records within each department to share with your third-party designee.
7. **Purpose of Release:** Enter the purpose for sharing your records with your third-party designee.
8. **Plus Button:** You can click on the plus button icon to add another Department and Record to Release to the third party designee.
9. **Minus Button:** You can click on this minus button to remove access to those records from a third party designee.
10. **Save:** Click this button to save changes. When the save button is pushed it will check to confirm that the First Name, Last Name, Access Code and Expiration Date fields are populated as they are required fields.
11. **Cancel:** Click this button to remove any unsaved changes.