

## Student Center

Navigation: [MyCSUEB](#) > Student Center

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.

Student Center

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▼ **View My Messages**

You have 2 new messages.  
[View Messages](#)

▼ **Academics**

Search

[IAP](#)

[Enroll](#)

[My Academics](#)

[Schedule Planner](#)

Deadlines
 URL

**This Week's Schedule**

Class	Schedule

other academic... ▾ ➤

▼ **Finances**

**My Account**

[Account Inquiry](#)

[Enroll In Direct Deposit](#)

**Financial Aid**

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Report Other Financial Aid](#)

[Student Agreement](#)

You have no outstanding charges at this time.

[\\*Important Student Fee Information](#)

other financial... ▾ ➤➤

▼ **Personal Information**

[Demographic Data](#)

[Emergency Contact](#)

[Names](#)

[User Preferences](#)

[Authorize to Release](#)

**Contact Information**

<a href="#">Home/Permanent Address</a>	<a href="#">Mailing/Local Address</a>
<a href="#">Home</a>	<a href="#">Horizon email</a>

other personal... ▾ ➤➤

## Create an Authorization to Release

By completing the Authorize to Release in your Student Center, 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.

### 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 specific departments below to share your records with your third-party designee(s). Granting access to one office does not grant access to the other offices.

**Academic Records:** by selecting this, you are authorizing university departments to release information such as enrollment data, progress toward degree, registration information, academic standing, and advising notes.

**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 Services:** may release information about the type, amount, and disbursement of the student's financial aid award(s). This includes access to documents submitted to receive financial aid and enrollment data related to financial aid eligibility. This authorization does not include: tax forms, employment records, or academic records.

**Student Housing and Residence Life:** may release application status, waitlist number, assignment and account information.

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 Information to your Designee								
* First Name	* Last Name	* Access Code	Academic Records	Student Financial Services	Financial Aid	Admissions	Housing	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>

### 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. **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 cannot remove a third party designee from the *Create an Authorization Release* page once it has been saved, but you can deselect each department box to remove access.
5. **Plus Button:** You can click on the plus button icon to add more than one third party designee.
6. **Save:** Click this button to save changes. When the save button is pushed it will check to confirm that the First Name, Last Name, and Access Code fields are populated as they are required fields.
7. **Cancel:** Click this button to remove any unsaved changes.