

## Student Information Release and the Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), college students are allowed to determine whether third parties (parents, employers, etc.) may access protected information about them. More details on FERPA at [ferpa.uwm.edu](http://ferpa.uwm.edu). UWM provides two primary ways for students to provide third parties with access to their information: PAWS Designate Access, and Student Consent Release.

The screenshot displays the PAWS Student Center interface for Rachel's Student Center. The 'Personal Information' section is highlighted, showing options for 'Emergency Contact', 'Student Information Release', 'User Preferences', and 'Voter ID Enrollment Letter'. A red box highlights 'Student Information Release' and 'Restrict Contact Information: Change Contact Restriction'. Red arrows point from these elements to a 'Student Consent Options' window. The 'Student Consent Options' window contains sections for 'Acceptable Use Policy' and 'Ferpa Guidelines', along with buttons for 'Designate Access' and 'Student Consent Release'.

### PAWS Designate Access

Students have the ability to grant access to his/her record within PAWS by creating a Designate Access account. The account allows access to To Do Lists, Financials (including making payments and viewing Financial Aid), and Grades.

### Creating a Designate Account

1. Under Personal Information, click "Student Information Release"
2. Click "Designate Access"
3. Read privacy information and click "I agree to these conditions."
4. Click "Create Account."
5. Enter a name in "This Account Is For."
6. Create a password.
7. Choose what information this new account may access by selecting "Give Access" or "Deny Access" in the drop-down menu for all items. Click "Save."
  - o A message will appear confirming that the account has been set up.
  - o To add another account, click "Create Account" and follow the same process.

Once you have created an additional account, two e-mails will be sent to your UWM email account with the account ID and password. It is your responsibility to pass on this information to the account holder. You will receive two new e-mails each time an account is created or updated. Each student may have a maximum of three designate accounts at any time.

## Student Consent Release

Students have the ability to allow third parties to request information from campus representatives about academic records (including grades and enrollment), financial information, academic and non-academic misconduct, university housing, and more.

### Granting Access

There are two ways to allow third parties to request information.

- Submit the release online through your PAWS account (easiest and fastest option).
- Fill out and submit the PDF form found at <http://uwm.edu/onestop/forms-policies/>.

### Granting Access Through PAWS

1. Under Personal Information, click "Student Information Release"
2. Click "Student Consent Release"
3. Complete the Electronic Signature Consent (this is a one-time process, and won't need to be completed again)
4. If a previous release has been entered, click the "Add a New Release" link to add an additional release.
5. Enter the following information in "Duration of Release":
  - Effective Date (defaults to current date)
  - Expiration Date
    - Enter the date you no longer want the information to be made available
    - Leave blank for an undefined amount of time.
    - You may return at a later time and expire the release.
6. Enter the following information in "Person to whom access to education records may be provided":
  - Company/Name
    - If releasing information to a company, enter company name here.
    - If releasing information to a person, enter person's name here.
  - First/Last Name
    - If releasing information to a company, enter person's name at company here, if known.
    - Enter address, phone number, and email, if known.
  - Enter the relationship to you in the Relationship to Student drop-down.
  - Select the Information to be released from Academic Information, Financial Information, and/or Other Information
7. Select an option from "Purpose of Release."
8. Click Save.