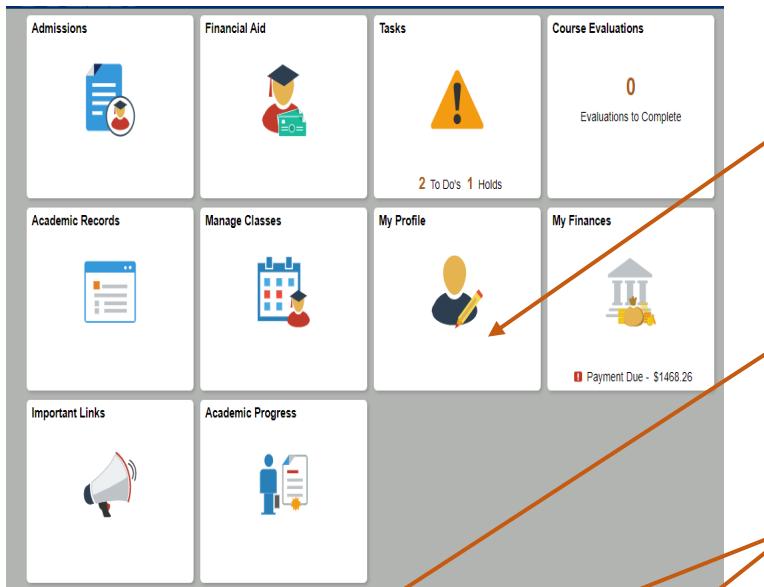




How to Set Up a FERPA PIN and Authorize Disclosure of Records



- When in your MyUTTyler Student Homepage, select the "My Profile" tile.

- Select "FERPA PIN" from the left-hand menu

Read through the FERPA disclosure information and at the bottom of the page select the Pin box. Type in your PIN, it can be up to 10 characters.

At the bottom of the page, you can add an authorized friend or family member who may request to view your student record information. This does not provide them with login access or the ability to make changes to your account – it simply allows staff to share information with them upon request.

To edit the type of records and communication this representative will have access to select "Edit/View Release Info".

Check the box next to each release statement you agree to be releasable. Select the "Purpose of Release" at the bottom of the form. Select "OK" once you are finished.

- You can change your PIN at any time from this same page. Add or remove a third party using the plus and minus icons. Select "Save" to complete the process.

First Name Alfred Last Name Pennyworth

Select Information to Release (check all that apply)

I give The University of Texas at Tyler permission to release information regarding my education record to myself and any individual(s) listed below with the appropriate student ID number and PIN.

I give The University of Texas at Tyler permission to release information maintained by the advising office about my educational record information to myself and any individual(s) listed below with the appropriate student ID number and PIN.

I give The University of Texas at Tyler permission to release information regarding my housing finances and status listed on my account to myself and any individual(s) listed below with the appropriate student ID number and PIN.

I give The University of Texas at Tyler permission to release information regarding the processing and delivery of my financial aid, scholarships, tuition and fees, and other financial information to myself and any individual(s) listed below with the appropriate student ID number and PIN.

Purpose of Release (FERPA mandated)

Family Communications Employment College Admission Other (specify below)

OK Cancel