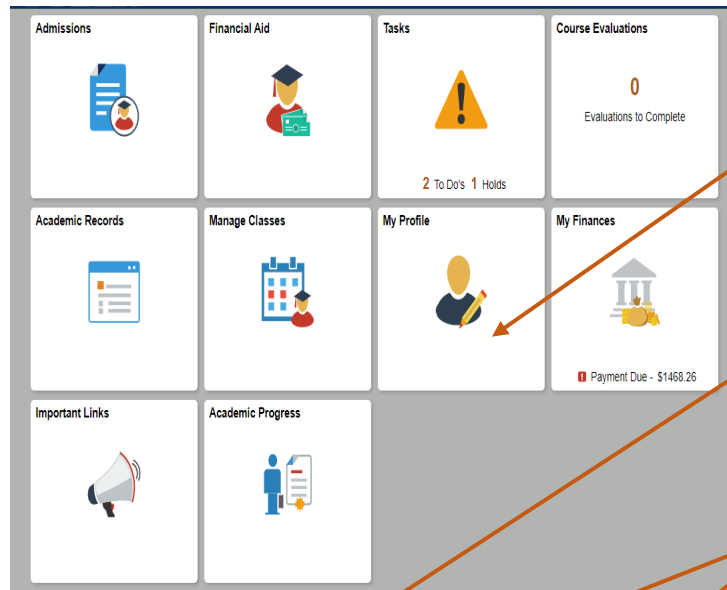


How to Set Up a FERPA PIN and Authorize Disclosure of Records



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.

