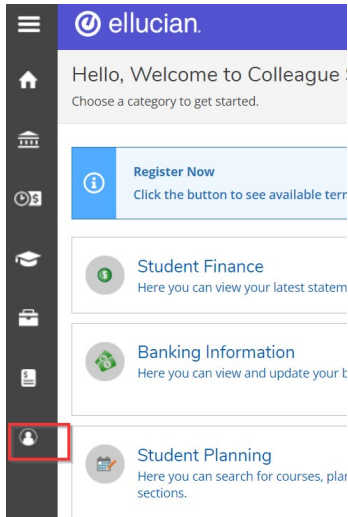
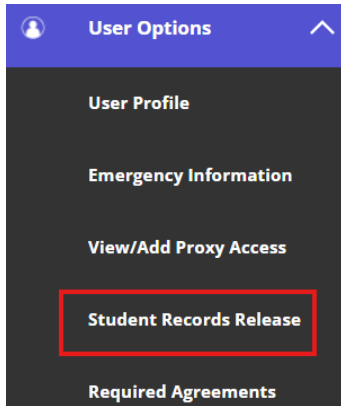


How to setup Student Records Release in Colleague Self-Service

1. From the Colleague Self-Service menu, click on User Options, the icon at the bottom here:



2. Under User Options click the Student Records Release option.





3. Click on the blue “Add Person/Relationship button”.
4. This will ask you for the name and relationship of the person you would like to have access to your student record.

A screenshot of the 'Add Person/Relationship' form. The form has a blue header with the text 'Add Person/Relationship'. Below the header are three input fields: 'First Name *', 'Last Name *', and 'Relationship *'. The 'Relationship *' field is a dropdown menu with 'Please Select' as the current selection.




5. For each person added, a PIN number will need to be created for them. When they call one of the offices for information, they will need to share the PIN before we are able to talk to them.

A screenshot of the PIN input field. The label is 'PIN *' and the placeholder text is 'Enter a 4 digit PIN'.

6. Each person will need to have a start date to grant them access. We recommend having the start date be the day you complete the form.
 - a. If you wish to discontinue their access, an end date will need to be added, otherwise, leave the end date blank.

Start Date	End Date
<input type="text" value="M/d/yyyy"/> 	<input type="text" value="M/d/yyyy"/> 

7. Select with Allow Complete Access or select the Allow Select Access and what departments this person can have access to.

Access *
<input type="radio"/> Allow Complete Access
<input checked="" type="radio"/> Allow Select Access
<input type="checkbox"/> Student Accounts 
<input type="checkbox"/> Registration Info 
<input type="checkbox"/> Financial Aid 

8. Check that you authorize the institution to disclose the information to this party and submit the form.

Disclosure Agreement
<input checked="" type="checkbox"/> I authorize the institution to disclose my information to this party
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>