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FERPA Release Web Access

Staff View

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STUDENT AUTHORIZATION TO RELEASE EDUCATION RECORDS

Student Authorization to Release Education Records (FERPA) paper form is being replaced by the FERPA Release tab located in ASAP.

Financial Aid   FERPA Release

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Two Ways to See if Student Has a FERPA Proxy

I don't have the Student ID – Proceed to Slide 5

I have the Student ID – Skip to Slide 10

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I don't have the Student ID

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GRAPREL – Search by FERPA/Proxy User

| ✕ | ⊘ ellucian | Proxy Access Potential Banner Person Detail Form GRAPREL 9.3.3 (PROD) | 📄 ADD | 📋 RETRIEVE | 🗂 RELATED | ⚙ TOOLS |

ID: [_____] [...]   [Go]

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Click on ellipsis
- Banner generates a random number for every FERPA/Proxy user, **unable to search**

- Ellipsis takes you to GRIPREL where you'll be able to search for the FERPA/Proxy User

| ✕ | ⊘ ellucian | Proxy Access Potential Banner Person Inquiry Form GRIPREL 9.3.6 (PROD) | 📄 ADD | 📋 RETRIEVE | 🗂 RELATED | ⚙ TOOLS |

▼ POTENTIAL BANNER PERSON INQUIRY   ➕ Insert ➖ Delete 📋 Copy ▼ Filter

Basic Filter   Advanced Filter   ⊗

| Person ID ⊖ | Entity: ⊖ | Last Name ⊖ | State: ⊖ |
| [_____] | [_____] | [_____] | [_____] |

| First Name ⊖ | |
| [_____] | [Add Another Field ... ▼] |

[Clear All] [Go]

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GRAPREL → GRIPREL

1. Search by Last and First name
   - F8 (execute)

2. Double Click Person ID to bring up associated information

GRAPREL - GRIPREL

HIGHLY suggest verification of:
- Birth date
- Email Address
to confirm FERPA/Proxy's identity

GRAPREL - GRIPREL

Make note of Banner ID to fill
into GPAPRXY (student form)

I have the Student ID

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GPAPRXY – Student FERPA/Proxy Access Page

Page Authorization – Authorization Pages
Access List – FERPA/Proxy's activity
Communication List – Emails sent to FERPA/Proxy user

GPAPRXY –Selected Authorization Pages

√ mark indicates student authorized page for FERPA/Proxy viewing
**Last 8 Authorizations are indicated with either in person/phone or in person ONLY.

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If No Records Retrieved…

Student will need to create and <u>complete</u> the FERPA/Proxy user process via ASAP.

If Relationship not Selected appears…

Have student log on to ASAP to select Type (FERPA/Proxy).

If Authorization Pages are not selected...

Have FERPA/Proxy user contact Student to select authorization pages via ASAP.

Questions about a Student or FERPA Release user account?
Give us a call!

Daniel Garcia x7571