



UTSA[®]

The University of Texas at San Antonio[™]

FERPA Release Web Access

Staff View

UTSA The University of Texas at San Antonio™
OFFICE OF THE REGISTRAR

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**

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

I don't have the Student ID

GRAPREL – Search by FERPA/Proxy User

The screenshot shows the top navigation bar of the GRAPREL 9.3.3 (PROD) application. The title bar includes 'ellucian' and 'Proxy Access Potential Banner Person Detail Form GRAPREL 9.3.3 (PROD)'. On the right, there are icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the title bar, there is an 'ID:' label followed by a text input field. An orange box highlights an ellipsis button '...' at the end of the input field. To the right of the input field is a 'Go' button. Below the input field, a grey instruction box reads: '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

The screenshot shows the 'POTENTIAL BANNER PERSON INQUIRY' form in the GRIPREL 9.3.6 (PROD) application. The title bar includes 'ellucian' and 'Proxy Access Potential Banner Person Inquiry Form GRIPREL 9.3.6 (PROD)'. Below the title bar, there are icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main area has a 'Basic Filter' tab selected. The filter section contains several input fields: 'Person ID', 'Entity:', 'Last Name', 'State:', and 'First Name'. Each field has a minus sign icon to its right. There is also an 'Add Another Field ...' dropdown menu. At the bottom right, there are 'Clear All' and 'Go' buttons.

GRAPREL → GRIPREL

ellucian Proxy Access Potential Banner Person Inquiry Form GRIPREL 9.3.6 (PROD)

POTENTIAL BANNER PERSON INQUIRY

Basic Filter Advanced Filter

Person ID Entity: Last Name State:

First Name Add Another Field ...

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

Clear All Go

POTENTIAL BANNER PERSON INQUIRY

Active filters: Last Name First Name Clear All Filter Again

Person ID * Last Name First Name Middle Name System * Match Status Not Processed Load Status Not Processed Street Line1: City:

Entity: * P State: ZIP or Postal Code: Birth Date: Match Date: Load Date: Status Message: Load Message:

2. Double Click Person ID to bring up associated information

1 of 1 Per Page Record 1 of 1

GRAPREL - GRIPREL

ID: [REDACTED] Start Over

Potential Banner Detail | Potential Person Load Info

▼ BANNER DETAIL Insert Delete Copy Filter

Last Name	[REDACTED]	Nation	
First Name	[REDACTED]	System	PROXY Proxy Access
Middle Name		Entity	Person
Salutation		Load Date	
Name suffix		Load Status	Not Processed
Preferred Name		Match Date	
Address Type	MA Mailing, Local or On-Campus	Match Status	Not Processed
Address Source	WEB	Gender	Not Available
Street Line1		Birth Date	[REDACTED]
Street Line2		SSN/SIN/TIN	
Street Line3		Email Type	HOME Home email
City		Email Address	[REDACTED]
State or Province		Telephone Type	PR Permanent
ZIP or Postal Code		Phone	
		Phone Ext	
		Banner ID	[REDACTED]

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

GRAPREL - GRIPREL

ID: [REDACTED]

Potential Banner Detail | Potential Person Load Info

LOAD INFO

System Code *	Relationship Code *	Data Type *	Create Data	Load S...	Load Date	Advancement XREF...	Grantor ID
PROXY	PARENT	ADVANCEMENT	<input checked="" type="checkbox"/>			PAR	[REDACTED]
PROXY	PARENT	PERSON	<input checked="" type="checkbox"/>			PAR	[REDACTED]
PROXY	PARENT	PROXY	<input checked="" type="checkbox"/>			PAR	[REDACTED]

1 of 1 | 10 Per Page

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

I have the Student ID

GPAPRXY – Student FERPA/Proxy Access Page

Proxy Access Management Form GPAPRXY 9.3.3 (PROD)

ADD RETRIEVE RELATED TOOLS

ID:

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.

ID:

PROXY ACCESS MANAGEMENT

Insert Delete Copy Filter

Proxy Information

Name	<input type="text"/>	Email	<input type="text"/>
Relationship	<input type="text"/>	Stop Date	06/27/2293
Proxy Desc	<input type="text"/>	PIN Expire Date	<input type="text"/>
Start Date:	09/13/2019	Passphrase:	<input type="text"/>
PIN Disabled	C		

1 of 3 Per Page Record 1 of 3

Page Authorization List Access List Communication Log

Page Authorization – Authorization Pages

Access List – FERPA/Proxy's activity

Communication List – Emails sent to FERPA/Proxy user

GPAPRXY –Selected Authorization Pages

Page Authorization List			
Access List	Communication Log		
AUTHORIZATIONS			
Module	Auth Ind	Menu Text	Page URL
Gen...	<input checked="" type="checkbox"/>	View Address	
Gen...	<input checked="" type="checkbox"/>	UTSACard (Balances)	
Edu...	<input checked="" type="checkbox"/>	Student Detail Schedule	
Edu...	<input checked="" type="checkbox"/>	Registration Status	
Edu...	<input checked="" type="checkbox"/>	View Holds	
Edu...	<input checked="" type="checkbox"/>	View Unofficial Transcript	
Fina...	<input checked="" type="checkbox"/>	Financial Aid – General inquiries	
Fina...	<input checked="" type="checkbox"/>	Financial Aid Status	
Fina...	<input type="checkbox"/>	Financial Aid - Award History	
Fisc...	<input checked="" type="checkbox"/>	Fiscal Services – Billing	
Fisc...	<input checked="" type="checkbox"/>	Fiscal Services – General Inquiries	
In P...	<input checked="" type="checkbox"/>	FERPAAdmissions Information - In person/phone	
In P...	<input checked="" type="checkbox"/>	Request Official Transcripts - In person ONLY	
In P...	<input checked="" type="checkbox"/>	Discuss Academic Records - In person/phone	
In P...	<input checked="" type="checkbox"/>	Housing Information - In person/phone	
In P...	<input checked="" type="checkbox"/>	Financial Aid General Information - In person/phone	
In P...	<input checked="" type="checkbox"/>	Fiscal General Information - In person/phone	
In P...	<input checked="" type="checkbox"/>	Fiscal Billing Information - In person/phone	
In P...	<input checked="" type="checkbox"/>	Campus Services (Parking and Citations) information- In ...	

✓ mark indicates student authorized page for FERPA/Proxy viewing

****Last 8 Authorizations are indicated with either in person/phone or in person ONLY.**

If No Records Retrieved...

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

The screenshot displays a web application interface for a 'Proxy Access Potential Banner Person Inquiry Form GRIPREL 9.3.6 (PROD)'. The interface includes a search bar with the text 'POTENTIAL BANNER PERSON INQUIRY' and a notification box that reads 'Query caused no records to be retrieved. Re-enter.' The search criteria section contains fields for 'Person ID', 'Entity', 'Last Name', 'State', and 'First Name'. There is also an 'Add Another Field ...' button. At the bottom right, there are 'Clear All' and 'Go' buttons.

If Relationship not Selected appears...

Proxy Access Management Form GPAPRXY 9.3.3 (PROD)

ID: [Redacted]

PROXY ACCESS MANAGEMENT

Proxy Information

Name	[Redacted]
Relationship	Relationship not Selected
Proxy Desc	[Redacted]

St [Redacted] PIN Exp [Redacted]

Profile Authorization

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

Proxy Access Management Form GPAPRXY 9.3.3 (PROD)

ID: [Redacted]

PROXY ACCESS MANAGEMENT

Proxy Information

Name	[Redacted]
Relationship	FERPA/Proxy
Proxy Desc	[Redacted]

Proxy Profile

Please select your relationship for this FERPA/P about this FERPA/Proxy user (dad, mom, soccer used to determine FERPA identity for phone cal Security Phrase to your FERPA/Proxy user. **Information is updated automatically.**

* - indicates a required field.

Relationship [Redacted]

Type* Select Proxy Type ▾

Security Phrase [Redacted]

E-mail Security Phrase Revoke FERPA

Next Step: Select Authorization tab to complete :

If Authorization Pages are not selected...

Page Authorization List			
Access List		Communication Log	
AUTHORIZATIONS			
Module	Auth Ind	Menu Text	Page URL
General...	<input type="checkbox"/>	View Address	
General...	<input type="checkbox"/>	UTSACard (Balances)	
Educationa...	<input type="checkbox"/>	Student Detail Schedule	
Educationa...	<input type="checkbox"/>	Registration Status	
Educationa...	<input type="checkbox"/>	View Holds	
Educationa...	<input type="checkbox"/>	View Unofficial Transcript	

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

Page Authorization List			
Access List		Communication Log	
AUTHORIZATIONS			
Module	Auth Ind	Menu Text	Page URL
General...	<input checked="" type="checkbox"/>	View Address	
General...	<input type="checkbox"/>	UTSACard (Balances)	
Educationa...	<input checked="" type="checkbox"/>	Student Detail Schedule	
Educationa...	<input type="checkbox"/>	Registration Status	
Educationa...	<input checked="" type="checkbox"/>	View Holds	
Educationa...	<input type="checkbox"/>	View Unofficial Transcript	
Financial A...	<input checked="" type="checkbox"/>	Financial Aid – General inquiries	
Financial A...	<input type="checkbox"/>	Financial Aid Status	
Financial A...	<input type="checkbox"/>	Financial Aid - Award History	

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

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