FERPA Designation of Access to Student Information

_Students may manage who can or cannot have access to their Student Information._

1. Navigate to Degree Works through BannerWeb Self-Service:
   
   BannerWeb > Enter Secure Area > Student Services & Financial Aid > FERPA

2. Review the top portion of the form. Note: If you have already submitted a release form via BannerWeb you will see the red statement at the top of the screen:

   ![FERPA Form](image)

   **FERPA**
   
   You have a FERPA Release form ONFILE. Here is your most recent FERPA you have submitted to Clark Atlanta University on: 09/14/2020 09:08:20
   
   To update form, please make changes below then select Submit FERPA.

3. Select which record type you would like to be disclosed or do not want disclosed:

   ![Disclosure List](image)

4. Enter up to 4 full names that you authorize to receive the above designated information. Select their relation in the dropdown to the right of each name. **IMPORTANT: The name listed will need to be the same first and last name the authorized person will provide when requesting information:**
5. Enter Code Word. This word will be asked to be provided by the authorized person when requesting information:

6. Enter your full name and full 9-digit 900#:

7. Enter Submit FERPA:

8. To remove an authorized person:
   a. If you have multiple people listed, remove the person you would like to de-authorize in step 4.
   b. If only one person is listed, in step 3, select **Do Not Disclose** for all information types.