FERPA Release Instructions

Sign into the MyUNOH portal and go to Self-Service Menu > Academic Profile > FERPA Release:

Click the Add Person/Relationship button:

Complete the form for each person (if any) that you would like to have access to your records, and type of access allowed.

Access can be changed at any time and will automatically expire 365 days from the last day of the final term you attended the university.

Note: PIN and End Date are optional. Start Date begins when you submit the form unless otherwise specified. The PIN (if used) is a 4-digit code that must be provided by the requestor before your records can be released.