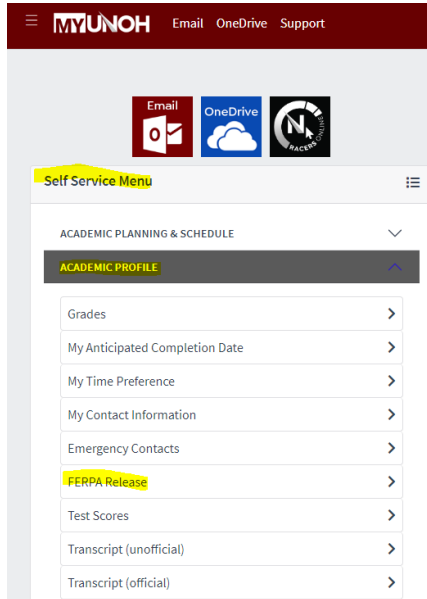
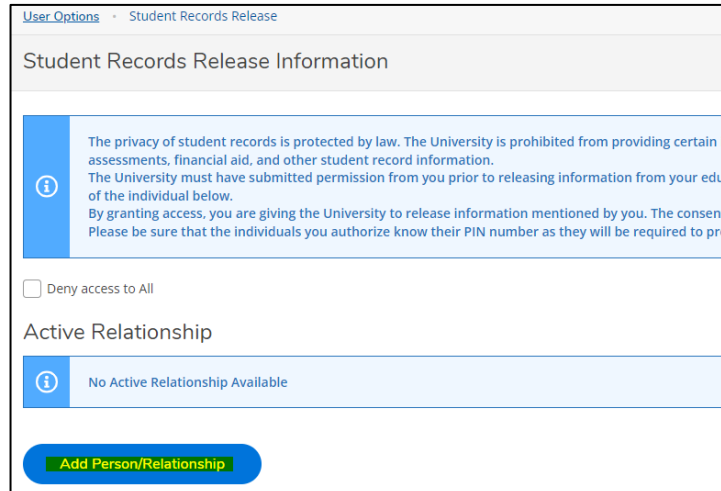


FERPA Release Instructions

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.

A screenshot of the FERPA Release form. The form has several fields: 'First Name *', 'Last Name *', 'Relationship *' (with a dropdown menu), 'PIN' (with a placeholder 'Enter a 4 digit PIN'), 'Start Date' (with a placeholder 'MM/dd/yyyy' and a calendar icon), and 'End Date' (with a placeholder 'MM/dd/yyyy' and a calendar icon). Below these fields, there are radio buttons for 'Access *': 'Allow Complete Access' and 'Allow Select Access'. Under 'Allow Select Access', there are checkboxes for 'Academic Counseling', 'Admissions', 'Access to All Records', 'Business Office', 'Financials', 'Registration and Grades', and 'Student Conduct'. At the bottom, there is a 'Disclosure Agreement' section with a checkbox 'I authorize the institution to disclose my information to this party'. There are 'Cancel' and 'Submit' buttons at the bottom left. A blue note box on the right side of the form contains the text: '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.'

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.