

Setting up FERPA Authorizations

Pirate Portal – Student Home Page

- Students will log into their Pirate Portal.
- The Setup your FERPA Authorizations link is under the Registration & Financial Aid Checklist section on the Student Home Page.
- On the FERPA authorization page, it provides information about FERPA, gives the steps on what to do, and an explanation on the different access types.



- Under the section, Your Current FERPA Authorizations, students will be able to add new authorizations, change current authorizations, and delete authorizations.

FERPA Authorization

Victoria College cannot release student information to anyone other than the student unless there is written consent from the student on file authorizing the release. The submission of this authorization form is considered your written authorization at Victoria College and will be active until the time that you decide to delete the authorization of an individual.

Steps:

1. Click Create Authorization
2. Enter the Name, Relationship, and Phone number of the individual you are granting access to your records.
3. Enter a 4 digit Access PIN Number that the individual you are giving permission to must have in order to access your records.
4. Choose one or all of the following access types:
 - **ALL RECORDS**
 - **Payment Center** - Includes tuition and fee balances, financial aid holds, mailing and billing address, payment plans, accounting statements, collections information and debt information. Please note, dollar amounts cannot be discussed over the phone.
 - **Admission** - Includes date of application, program selection, documents received, documents pending, date of admission, admission status and conditions of admission.
 - **Registration** - Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information.
 - **Academic Records** - Includes courses taken, grades received, GPA, academic progress, honors, transfer credit award and degrees awarded.
 - **Advising** - Includes adding and dropping courses to the semester.
 - **Financial Aid** - Includes all general financial aid information. Please note, dollar amounts cannot be discussed over the phone.
5. Click Save.

If at any time you want to remove a person from accessing your records, click on the name of the individual then click Remove Authorization then click Save.

You must click Save after adding, removing or changing records.

Your current FERPA authorizations

Full Name of person to allow access	Relationship	Phone	Access PIN ...	All Records ...	Payment	Admission	Registration...	Academic	Advising	FinAid
4										
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Create Authorization Remove Authorization Save										

[Click here to go to Institutional information about FERPA.](#)

- Students will enter the name of the person they are allowing access, the relationship, phone number, PIN number, and they will check the box for what they will be giving access to. **Do not enter dashes in the phone number field.**

Your current FERPA authorizations

Full Name of person to allow access	Relationship	Phone	Access PIN ...	All Records ...
Madelyne Tolliver	Registrar	3615726400	2114	<input checked="" type="checkbox"/>
4				
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- Once saved students will get a green Changes Saved box that pops up to show that the authorization has been saved.

