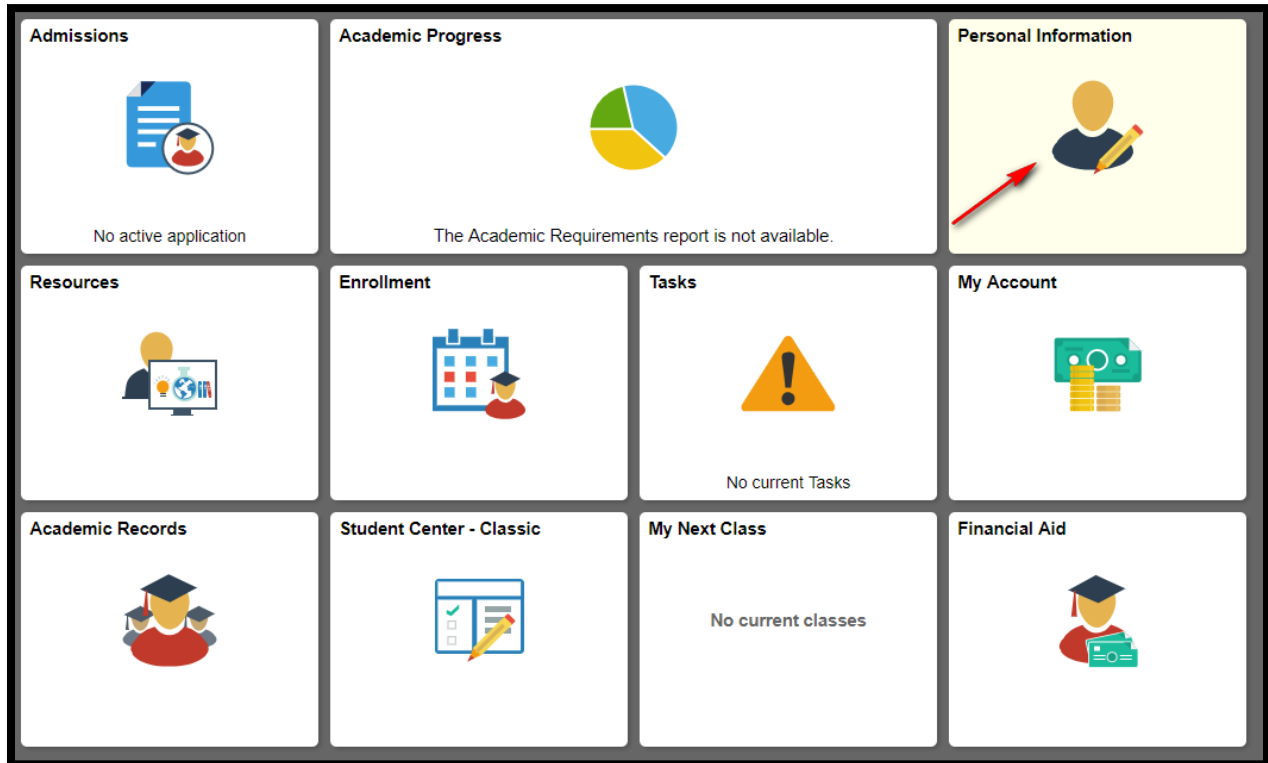


Adding a 3rd party release to your account will grant access to your student information to your third party designee. Depending on when you attended UNLV, you will either submit a [paper](#) or [electronic](#) FERPA release. You may specify which information you are releasing (academic records, financial records, advising, etc).

Electronic 3rd Party Release

1. You may [add](#), [edit](#), and [delete](#) FERPA 3rd Party releases in your Rebel Student Homepage or by completing a FERPA Release form
 - a. If you attended UNLV prior to Fall 2010 you may need to complete a paper form
2. Adding a Third Party Release for current students (and alumni who attended during or after Fall 2010) is done by logging into MyUNLV and clicking the Personal Information Tile on your Rebel Student Homepage



- a. Select 3rd Party from the menu on the Left

b. Click Add Person to add a new 3rd Party Release

Name
Chelsea Peoples

Third Party Release

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Please note that while this form authorizes UNLV to release education records to third parties, it does not obligate UNLV to do so. UNLV is committed to the privacy of your FERPA-protected information and reserves the right to review and respond to requests for release of education records on a case-by-case basis. As a matter of policy, UNLV also reserves the right not to release certain aspects of student records (e.g., registration, grades, GPA) over the telephone or via electronic mail.

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You may add, edit, and delete your authorized third parties at any time.

For more information, please stop by the Office of the Registrar in building SSC-C, call (702) 895-3443, or email registrar@unlv.edu.

Full Name	Relationship
Chelsea Peoples	Sister

Add Person

- i. Enter the 3rd party's name, relationship to you, phone number, email address, and a password
 1. This information will be used to validate the person's identity if they call or come in for information regarding your record

Add Person Details

*Full Name: Keith Mars

*Relationship: Father

*Telephone Number: 702-895-3443

*Email Address: Registrar@unlv.edu

*Password: Make up a Password

You can create any password you want. This information will be used to confirm the identity of the 3rd party when they request information in person/on the phone/via email.

2. The password can be any word, phrase, or number of your choosing. Just make sure it is something you both will remember

ii. Select which parts of the record you want to release

Item to Release

Select All

ACADEMIC RECORDS

Granting 3rd party access to your Academic Records includes:

- Grades
- GPA
- Demographic data
- Registration
- Student ID number
- Academic progress
- Probation / suspension
- Other enrollment and advising information

ADVISING

Granting 3rd party access to your Advising information includes:

- Advising office records including information collected or disbursed during advising appointments
- Degree audit materials

CASHIERING & STUDENT ACCOUNTS

Granting 3rd party access to your Cashiering & Student Accounts information includes:

- Billing statements
- Charges
- Credits

Save

1. You can pick as many or as few items from the list as you wish
2. UNLV Is only allowed to release information from the categories you chose
 - a. If you have only selected academic records and advising and the 3rd party is asking for Financial Aid Information, UNLV cannot release it to them
3. You can use the Select All box to select everything, or scroll down to select the individual categories

Item to Release

Select All

Granting 3rd party access to your Cashiering & Student Accounts information includes:

- Billing statements
- Charges
- Credits
- Payment
- Past due amounts
- Collection activity

FINANCIAL AID

Granting 3rd party access to your Financial Aid records includes:

- Awards
- Application data
- Disbursements
- Eligibility
- Satisfactory academic progress

HOUSING

Granting 3rd party access to your Housing information includes:

- Account information
- Room assignment information
- Situations within the residence halls

Save

4. Click Save

c. You will see a list of all of your active 3rd party releases

Third Party Release

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You may add, edit, and delete your authorized third parties at any time.

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Full Name	Relationship
[Redacted]	Sister
[Redacted]	Mother

[Add Person](#)

d. Clicking on one of the releases will show you the details

Third Party Release

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Full Name	Relationship
[Redacted]	Sister
[Redacted]	Mother

[Add Person](#)

Editing/Removing a Release

3. When you click on an existing release you can edit the items by checking and unchecking the desired boxes

Current Person Details

Full Name
Relationship
*Email Address
*Telephone Number
*Password

Current Item Release

Select All

ACADEMIC RECORDS

Granting 3rd party access to your Academic Records includes:

- Grades
- GPA
- Demographic data
- Registration
- Student ID number
- Academic progress
- Probation / suspension
- Other enrollment and advising information

ADVISING

Granting 3rd party access to your Advising information includes:

- Advising office records including information collected or disbursed during advising appointments
- Degree audit materials

- a. Click Save when you are done making changes

Current Person Details

Full Name
Relationship
*Email Address
*Telephone Number
*Password

Current Item Release

Select All

ACADEMIC RECORDS

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CASHIERING & STUDENT ACCOUNTS

4. To Delete a third Party release, select it from the list of your available releases

< Update Release Details **Third Party Release**

Name
[Redacted]

Third Party Release

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Full Name	Relationship	
[Redacted]	Sister	>
[Redacted]	Mother	>

a. Click Delete Person

< Third Party Release **Update Release Details**

Name
[Redacted]

Current Person Details

Full Name [Redacted]
Relationship Mother
*Email Address [Redacted]
*Telephone Number [Redacted]
*Password [Redacted]

Delete Person

- b. The release is removed and will no longer show up on your Third Party Release page

Third Party Release

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Full Name	Relationship
[Redacted]	Sister

Add Person

- c. You can add/edit/delete third party releases at any time, and as often as you chose

Paper 3rd Party Release

5. If you cannot access your MyUNLV account (meaning the last semester you attended classes was prior to the Fall 2010 semester) you will have to submit a Paper Release form
 - a. All Fields are required
 - b. Forms that are not submitted in person MUST be notarized
 - c. You can make changes to a hard copy FERPA by submitting a new form (example n next page)

University of Nevada, Las Vegas
 Office of the Registrar
 4505 S. Maryland Parkway • Box 451029
 Las Vegas, NV 89154-1029
 Phone: (702) 895-3443
 Fax: (702) 895-4987

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

In compliance with the **Family Education Rights and Privacy Act of 1974 (FERPA)**, the University of Nevada, Las Vegas (UNLV) is prohibited from providing certain information from your student education records to a third party. This restriction applies, but is not limited to; your parents, your spouse or a sponsor.

You may, at your discretion, grant UNLV permission to release information about your student education records to a third party by submitting a completed Authorization to Release Confidential Information form. You must complete a separate form for each third party to whom you wish to grant access to information in your student education records. The specified information will be made available only if requested by the student or authorized third party.

As a matter of policy, UNLV reserves the right not to release certain aspects of student records (e.g., registration, grades, grade point average over the telephone or via electronic mail.)

INSTRUCTIONS AND INFORMATION: In order to facilitate the authorization to release education records to listed third parties, please complete this form and deliver it to the UNLV office indicated in Section B **or** the Office of the Registrar with a photo identification or submit a notarized original by mail to: 4505 S. Maryland Parkway, Box 451029, Las Vegas, NV 89154-1029.

The authorized party must identify himself or herself to the office at each contact and inform us that the authoring paperwork is on file.

SECTION A: Student Information		
Student Name (Last, First, Middle Initial)	Student ID Number	
Rebel, Hey	123456789	
SECTION B: Release		
I. Please check one or more of the blanks below to grant authorization to different areas/types of student record information:		
<input checked="" type="checkbox"/> Academic Records (grades/GPA, demographic data, registration, student ID number, academic progress, other enrollment and advising information)		
<input type="checkbox"/> Financial Aid (awards, application data, disbursements, eligibility, satisfactory academic progress)		
<input type="checkbox"/> Cashiering & Student Accounts (billing statements, charges, credits, payment, past due amounts, collection activity)		
<input type="checkbox"/> Housing (account information, room assignment information, situations within the residence halls)		
<input checked="" type="checkbox"/> Advising (advising office records including information collected or disbursed during advising appointments, degree audit materials)		
<input type="checkbox"/> Other (IF CHECKED, PLEASE SPECIFY): _____		
II. Purpose of release: <u>Help with College Transition</u>		
SECTION C: Third Party Designee		
Name (Last, First, Middle Initial or Agency/Organization Name)	Contact Number	Relation to Student
Rebel, Mom	895-3443	Mother
Current Mailing Address (Street or PO Box #, Apartment #, City, State, and Zip Code)	Designate a 4 digit pass-code (will be used to verify your identity)	
4505 S Maryland Pkwy Las Vegas NV 89154	1234	
SECTION D: Student Certification		
I, the student, understand that by signing this form, that I grant UNLV permission to discuss and/or release information in my education records to the person listed above. I further understand that this form will be kept on permanent file and that I may revoke it at any time by submitting a written request. This authorization does not permit the listed party to make any changes to my education records.		
Student's Signature	Date	
Hey Rebel	3/19/2017	
OFFICIAL USE ONLY		