



MyUNLV Student Information System Manage Your FERPA Third Party Releases

MyUNLV Support • myunlvsupport@unlv.edu • unlv.edu/aboutmyunlv

You can add, edit, and delete your FERPA Third Party Releases from the MyUNLV Student Center. 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 records to a third party by completing a Third Party Release in MyUNLV. 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.



You may specify any combination of release information for the following: Academic Records, Advising, Cashiering & Student Accounts, Financial Aid, and Housing.

UNLV is committed to your privacy. 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.)

Please stop by the Office of the Registrar in building SSC-C for assistance with using this form, or contact MyUNLV Support at 895-0777 for technical problems.

Step 1. Click on the Third Party Release section of your Student Center.

SEARCH FOR CLASSES

- Communication Center
 - [Go To Communication Center](#)
- Holds
 - No Holds.
- To Do List
 - No To Do's.
- Enrollment Dates
 - [Open Enrollment Dates](#)
- Student Services
 - [Request an Official Transcript](#)
 - [Enrollment Verification](#)
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 - [Help Request](#)
- MyUNLV Password
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- Third Party Release**
 - [Manage 3rd Party Releases](#)

Step 2. This is the Third Party Release welcome page. To grant access to a new third party of your choice, select “ADD Third Party Release”.

Third Party Releases

Welcome to the Family Educational Rights and Privacy Act of 1974 (FERPA) 3rd party release form. FERPA affords certain rights to students concerning the privacy of and access to their education records. You may use this form to authorize release of your education records to third parties of your choosing, such as parents, family members, employers, military staff, loan cosigners, etc.

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.

Important: Under the provisions of FERPA, UNLV may disclose, without student consent, directory information in response to a written or oral request. Directory information is defined as information in a student's education records that would not generally be considered harmful or an invasion of privacy if disclosed, such as: name, address, major, status, honors, dates of attendance, etc.

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.

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You currently do not have any Third Party Releases

[ADD Third Party Release](#)

Step 3. Enter the name, relationship, phone number, email address, and a passphrase for the person to whom you wish to grant access to your student records.

Enter Third Party Release Designee Information

***Full Name**

***Relationship** ***Phone Number**

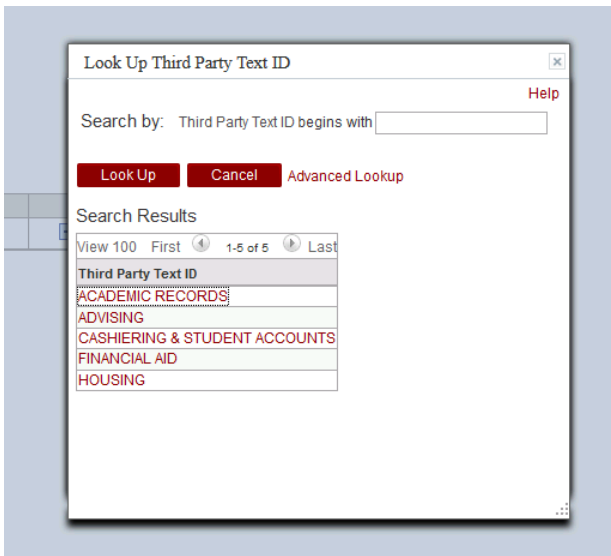
***Email Address**

***Passphrase**

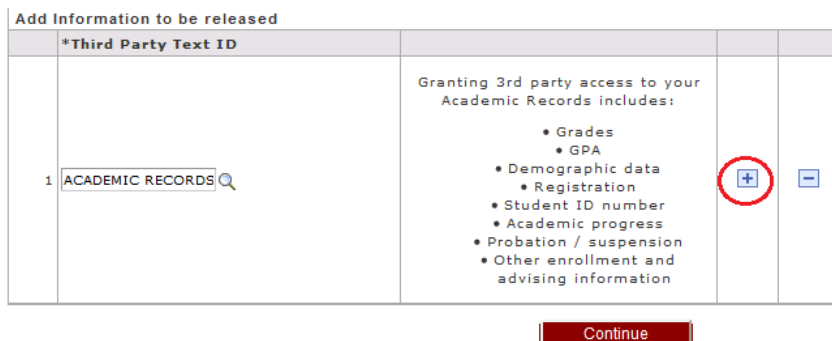
Step 4. Now you will need to specify which access to grant to your third party. Click on the magnifying glass to see a list of choices.

Add Information to be released				
	*Third Party Text ID			
1	<input type="text"/>		+	-

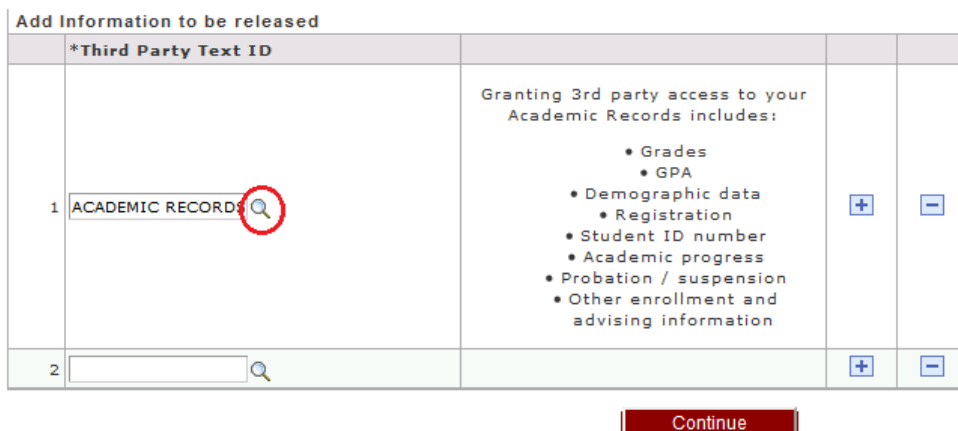
Step 5. Click on the access type you wish to grant. In the example below, we will choose “ACADEMIC RECORDS”.



Step 6. The access type you just added will appear along with a description of information that may be released if you permit this access. If you are finished adding access types, click “Continue”. If you would like to add additional access types for this third party, click the plus sign to add a row.



Step 7. Click the magnifying glass again to pull up the menu of access types. Continue adding rows for the access types you wish to grant to your third party. You may use any combination of the types. Click “Continue” when done.



Step 8. Now you can review the third party access. When you are ready, click “Confirm”.

Back

Cancel



Confirm

Step 9. Here is your confirmation message. You will also receive a confirmation email.

You've added a Third Party Release Record! A confirmation email has been sent to your primary email.

OK

Step 10. Once you return to the Third Party Release welcome page, you will see the release you just added. You can view, edit, and delete this access at any time. You may also add more third party releases.

Personalize | Find |  |  First  1 of 1  Last

	Full Name	Relationship	View/Edit Details	Delete
1	Test	Neighbor	View/Edit Details	Delete

ADD Third Party Release