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.
**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”.

**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.

**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.
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”.

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.