

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). You may also restrict the release of directory information by adding a “No Release” indicator to your account.

Electronic 3rd Party Release

1. You may, add, edit, and delete FERPA 3rd Party releases in the MyUNLV student Center 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) done by logging into your Student Center

- a. Click on Manage 3rd Party Releases
 - i. Read the disclaimer
 - ii. Click on 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.

 **You currently do not have any Third Party Releases**

 **ADD Third Party Release**

b. Complete the information for the 3rd party designee

Enter Third Party Release Designee Information

*Full Name
 *Relationship *Phone Number
 *Email Address
 *Passphrase

The passphrase is used to validate identity of the 3rd party when they are unable to provide ID (ie. over the phone or email)

Add Information to be released			
	*Third Party Text ID		
1	<input type="text"/>	<input style="float: right;" type="button" value="+"/>	<input style="float: right;" type="button" value="-"/>

- i. The Passphrase is used to validate identity if the person cannot provide Government Issued Photo ID
 - 1. You can chose any passphrase you want
 - 2. If they are calling on the phone or communicating via email they have to confirm the passphrase exactly
- ii. The passphrase can be a word/words or numbers or any combination of the two.

c. Use the Lookup to add which parts of the student record are to be released

The screenshot shows the 'Enter Third Party Release Designee Information' form with the following fields: *Full Name (Rebel Mom), *Relationship (Mother), *Phone Number (895-3443), *Email Address (mom.reb@gmail.com), and *Passphrase (Hey Reb). Below the form is a table for 'Add Information to be released' with one row containing a search icon. A 'Look Up Third Party Text ID' popup window is open, showing a search by 'Third Party Text ID begins with' and search results for 'Third Party Text ID' with categories: ACADEMIC RECORDS, ADVISING, CASHIERING & STUDENT ACCOUNTS, FINANCIAL AID, and HOUSING. A red arrow points to the search icon in the table, and a red box highlights the search results list.

- i. You can pick as many or as few items from the list as you wish
- ii. UNLV is only allowed to release information from the categories you choose

1. 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

d. To add additional items, click the plus sign

Add Information to be released			
*Third Party Text ID			
1	ACADEMIC RECORDS	Granting 3rd party access to your Academic Records includes: <ul style="list-style-type: none"> • Grades • GPA • Demographic data • Registration • Student ID number • Academic progress • Probation / suspension • Other enrollment and advising information 	<div style="text-align: right;"> <input type="button" value="+"/> <input type="button" value="-"/> </div>

Continue

e. Once finished click the Continue button

Enter Third Party Release Designee Information

*Full Name

*Relationship *Phone Number

*Email Address

*Passphrase

Add Information to be released			
*Third Party Text ID			
1	ACADEMIC RECORDS	Granting 3rd party access to your Academic Records includes: <ul style="list-style-type: none"> • Grades • GPA • Demographic data • Registration • Student ID number • Academic progress • Probation / suspension • Other enrollment and advising information 	<div style="text-align: right;"> <input type="button" value="+"/> <input type="button" value="-"/> </div>
2	ADVISING	Granting 3rd party access to your Advising information includes: <ul style="list-style-type: none"> • Advising office records including information collected or disbursed during advising appointments • Degree audit materials 	<div style="text-align: right;"> <input type="button" value="+"/> <input type="button" value="-"/> </div>

Continue

f. On the confirmation page, review the items that can be released and click confirm

Third Party Release Confirmation

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

Third Party Information

Full Name	Rebel Mom		
Relationship	Mother	Phone Number	895-3443
Email Address	mom.reb@gmail.com		
Passphrase	Hey Reb		

Selected Release Offices First 1-2 of 2 Last

Third Party Text ID
1 ACADEMIC RECORDS
2 ADVISING

[Back](#) [Cancel](#) [Confirm](#)

- g. Click OK
 - i. A confirmation email is sent to the your REBELMAIL

Third Party Release Confirmation

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



3. You can edit an existing release by clicking on Manage 3rd Party Release in the Student Center

The screenshot displays the Student Center interface with the following sections:

- Academics:** Search, Plan, Enroll, My Academics, enrollment shopping cart.
- Finances:** My Account (Account Inquiry, Enroll In Direct Deposit), Financial Aid (View Financial Aid, Accept/Decline Awards, Report Other Financial Aid), Make a Payment.
- Personal Information:** Demographic Data, Emergency Contact, Names, User Preferences, Contact Information (Home Address, Billing Address, Primary Phone, UNLV Email).
- Admissions:** You do not have any pending applications at this time.
- Right Sidebar:** 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), MyUNLV Help (Tutorials, Help Request), MyUNLV Password (Password Change), **Third Party Release (Manage 3rd Party Releases)**.

- a. Locate the release you would like to edit and click View/Edit Details

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Personalize Find  				First  1 of 1  Last
	Full Name	Relationship	View/Edit Details	Delete
1	Rebel Mom	Mother	View/Edit Details	Delete



[ADD Third Party Release](#)

- b. Add or remove releasable information by clicking the plus or minus sign
- c. Update phone numbers, email addresses, or passphrases by entering the new information in the designated fields

Third Party Release Details

Full Name

Relationship *Phone Number

*Email Address

*Passphrase

Authorized Release Offices Find First 1-2 of 2 Last

*Release Office + -

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

*Release Office + -

Granting 3rd party access to your Advising information includes:

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

Cancel

Continue

i. If you are deleting information you will have to confirm

Authorized Release Offices Find First 1-2 of 2 Last

*Release Office
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

*Release Office
ADVISING

Granting 3rd party access to your Advising information includes:

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

Cancel Continue

Delete Confirmation
Delete current/selected rows from this page? The delete will occur when the transaction is saved.
OK Cancel

d. Click Continue and then Save the changes

Third Party Release Confirmation

Third Party Information

Full Name Rebel Mom
Relationship Mother Phone Number 895-3443
Email Address mom.reb@gmail.com
Passphrase Hey Reb

Selected Release Offices First 1 of 1 Last

Third Party Text ID
1 ACADEMIC RECORDS

Back

Save Changes

4. Delete an existing 3rd Party Release by clicking Manage 3rd Party Releases in the Student Center

The screenshot displays the MyUNLV Student Center interface. On the left, there are four main navigation tabs: Academics, Finances, Personal Information, and Admissions. Each tab contains a list of links and a message box. The Academics tab has a message: "You are not enrolled in this term. Please check Course History for prior terms." The Finances tab has a message: "You have no outstanding charges at this time." The Personal Information tab has a "Contact Information" section with fields for Home Address, Billing Address, Primary Phone, and UNLV Email. The Admissions tab has a message: "You do not have any pending applications at this time." On the right side, there is a sidebar menu with several categories: Search For Classes, Communication Center, Holds, To Do List, Enrollment Dates, Student Services, MyUNLV Help, MyUNLV Password, and Third Party Release. The "Third Party Release" category is highlighted with a red box, and it contains a link labeled "Manage 3rd Party Releases".

- a. Click the Delete button next to the release you want to remove

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Personalize Find  				
		First	1 of 1	Last
Full Name	Relationship	View/Edit Details	Delete	
1 Rebel Mom	Mother	View/Edit Details	Delete	

[ADD Third Party Release](#)

b. Click ok to confirm

Third Party Releases

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Important: Under the provisions of FERPA, UNLV requires student consent, directory information in response to a 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.

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Message

This Third Party will be deleted. Do you want to Continue?

Personalize | Find | | First 1 of 1 Last

Full Name	Relationship	View/Edit Details	Delete
1 Rebel Mom	Mother	<input type="button" value="View/Edit Details"/>	<input type="button" value="Delete"/>

- c. Only remaining 3rd party releases will be visible

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 **You currently do not have any Third Party Releases**

ADD Third Party Release

Paper 3rd Party Release

1. If you cannot access your MyUNLV account (meaning you were active 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 on 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) <i>Rebel, Hey</i>	Students ID Number <i>123456789</i>	
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: <i>Help with College transition</i>		
SECTION C: Third Party Designee		
Name (Last, First, Middle Initial or Agency/Organization Name) <i>Rebel, Mom</i>	Contact Number <i>895-3443</i>	Relation to Student <i>Mother</i>
Current Mailing Address (Street or PO Box #, Apartment #, City, State, and Zip Code) <i>4505 S Maryland Pkwy Las Vegas NV 89154</i>		Designate a 4 digit pass-code (will be used to verify your identity) <i>1234</i>
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 <i>Hey Rebel</i>	Date <i>3/19/2017</i>	
OFFICIAL USE ONLY		