

As a Faculty or Staff member, it is important to understand student rights under FERPA. As an employee, you are obligated to comply with FERPA and to protect those records according to the law. Staff should always verify the identity of any person requesting information on a student record that is classified as Non-Directory information. If a third party is requesting information, the student in question must also have a 3rd party [release](#) in MyUNLV. Some students may also have a [no release](#) on their record which *may* prevent you from disclosing information to the 3rd party.

Third Party Release

1. Search for the student in question in the Student Center in MyUNLV
 - a. Navigation: Main Menu> Campus Community> Student Services Ctr (Student)

MyUNLV

Student Services Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID: begins with ▼

Campus ID: begins with ▼

National ID: begins with ▼

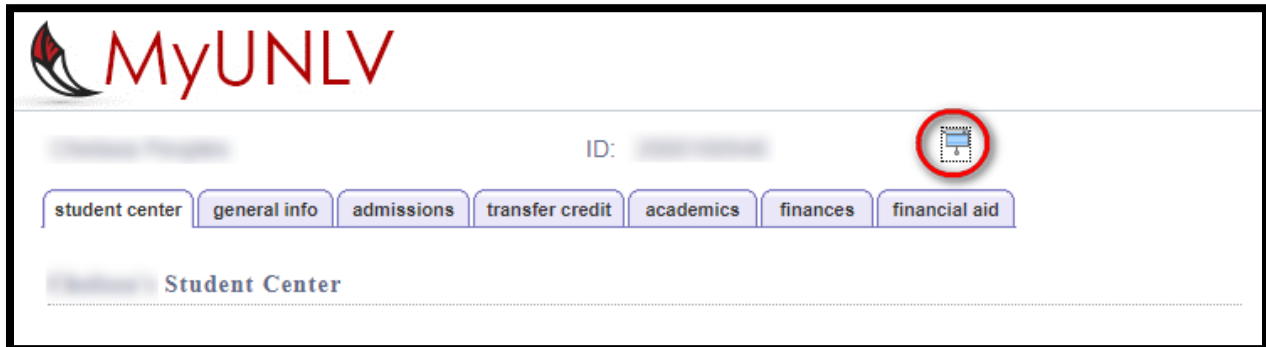
Last Name: begins with ▼

First Name: begins with ▼

☐ Case Sensitive

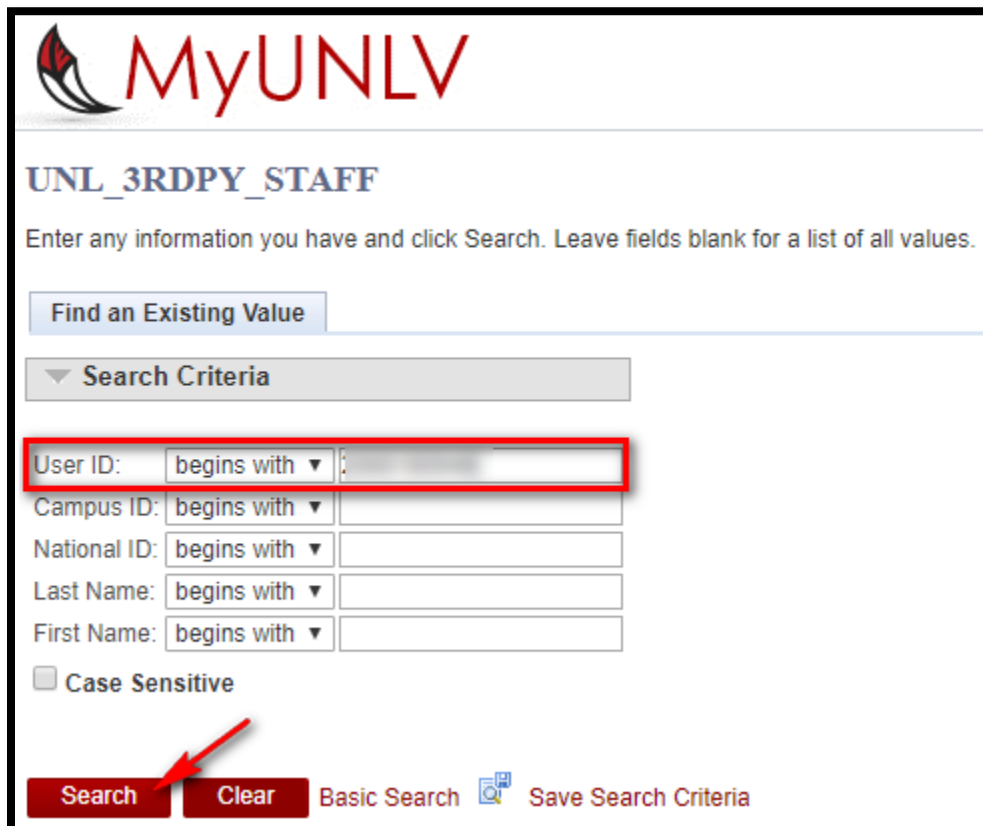
Search **Clear** [Basic Search](#) [Save Search Criteria](#)

- b. Always locate them in the student center first because:
 - i. You will need to make sure they do not have a "No Release" on their record



The screenshot shows the MyUNLV website. At the top, there is a navigation bar with the MyUNLV logo and a user ID field. Below this is a row of buttons: 'student center', 'general info', 'admissions', 'transfer credit', 'academics', 'finances', and 'financial aid'. The 'student center' button is circled in red. Below the buttons, the text 'Student Center' is displayed.

- ii. You will need their NSHE and many 3rd parties only have a name and DOB or SSN for the student
2. Copy the student's NSHE ID number and navigate to: Main Menu> LV Customizations> Student Records> Third Party Release
 - a. Enter the NSHE in the User ID field and click Search



The screenshot shows the MyUNLV website with the title 'UNL_3RDPY_STAFF'. Below the title, there is a search form. The form includes a 'Find an Existing Value' button and a 'Search Criteria' section. The 'Search Criteria' section has several fields: 'User ID', 'Campus ID', 'National ID', 'Last Name', and 'First Name'. Each field has a dropdown menu with 'begins with' selected. The 'User ID' field is highlighted with a red box. Below the fields is a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A red arrow points to the 'Search' button.

b. You will see the student's Active 3rd Party Releases on their account

Active Third Party Releases

Third Party Release Log

User ID

Display Name

Current 3rd Party Release

User ID	Full Name	Relationship	Third Party Text ID	Date Time Updated	Password	Email Address	Telephone Number
1		Sister	ACADEMIC RECORDS	12/13/16 1:53PM	Three Potatoes		
2		Sister	ADVISING	12/13/16 1:53PM	Three Potatoes		

Return to Search

Active Third Party Releases | Third Party Release Log

- You must verify the 3rd party's full name, relationship, and password before releasing information
 - You can only release information related to the items in the Third Party Text ID column
 - In the example above, if a 3rd party requested information related to financial records they would not be releasable because only Academic Records and Advising are listed
- c. You can also see when releases were added/removed/updated by clicking the Third Party Release Log tab

Active Third Party Releases

Third Party Release Log

Display Name

Empl ID

3rd Party Release Log

Full Name	Relationship	Telephone Number	Email Address	Passphrase	Action Name	Action Date/Time	Last Operator to Update
1	Sister			send me a meme	DELETE	01/13/2016 03:26 PM	
2	Sister			send me a meme	UPDATE	10/07/2015 03:49 PM	
3	Sister			Call me MEME QUEEN	UPDATE	09/16/2015 04:22 PM	
4	Sister			POTATOES RULE	INSERT	08/31/2015 12:48 PM	
5	Sister			Three Potatoes	INSERT	12/13/2016 01:53 PM	

3rd Party Release - Detail Log

Full Name	Third Party Text ID	Action Name	Action Date/Time	Last Operator to Update
1	ACADEMIC RECORDS	DELETE	01/13/2016 03:26 PM	
2	ACADEMIC RECORDS	INSERT	08/31/2015 12:48 PM	
3	ADVISING	DELETE	01/13/2016 03:26 PM	
4	ADVISING	INSERT	09/16/2015 04:22 PM	
5	ACADEMIC RECORDS	INSERT	12/13/2016 01:53 PM	
6	ADVISING	INSERT	12/13/2016 01:53 PM	

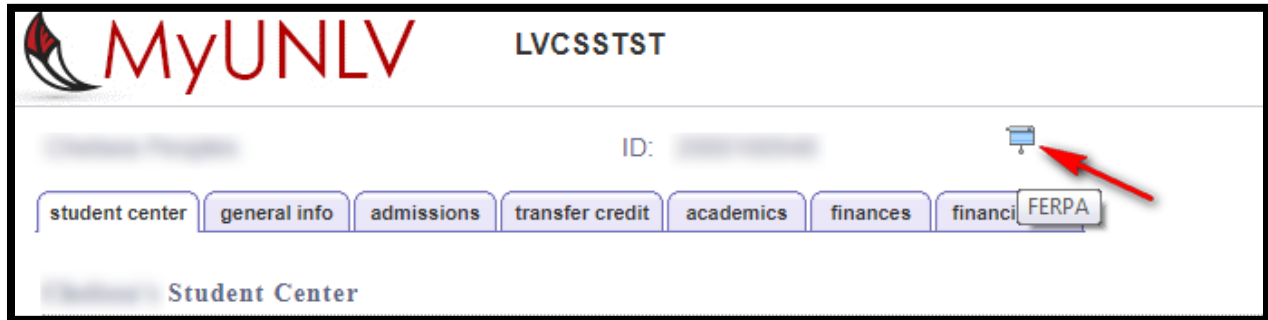
- d. You will also see the 3rd Party release log if you click Manage 3rd Party Release in the student Center

The screenshot displays the UNLV Student Center interface. On the left, there are sections for Academics, Finances, Personal Information, and Admissions. The Academics section includes links for Search, Plan, Enroll, and My Academics, along with a message: "You are not enrolled in this term. Please check Course History for prior terms." The Finances section includes links for My Account, Account Inquiry, Enroll In Direct Deposit, Financial Aid, View Financial Aid, Accept/Decline Awards, and Report Other Financial Aid, along with a message: "You have no outstanding charges at this time." The Personal Information section includes links for Demographic Data, Emergency Contact, Names, and User Preferences, along with a message: "You do not have any pending applications at this time." The Admissions section includes a message: "You do not have any pending applications at this time." On the right, there are sections for Communication Center, Holds, To Do List, Enrollment Dates, Student Services, MyUNLV Help, MyUNLV Password, and Third Party Release. The Third Party Release section includes a link for "Manage 3rd Party Releases", which is circled in red.

- i. This is where a student would navigate to add/update/remove releases on their own record

No Release

3. In the [Student Center](#) if you see the blue privacy shade, a student may have further restricted their DIRECTORY information in MyUNLV
 - a. Click the blue shade icon to view any restrictions on their Directory information



- b. The student can make further restrictions to their releasable information

 A screenshot of the "Releasable FERPA Directory Information" form. The title is in a yellow box at the top. Below the title is a link: "Click here to review full notification". A red box highlights a section containing four radio button options for selecting the level of directory information release. At the bottom of the form is a red "Return" button.

[Click here to review full notification](#)

- ☐ I wish to allow release of my directory information.
- ☒ Please do not release my directory information for commercial purposes. Examples of commercial purposes include organizations requesting information to provide students with information, service, or benefits such as health insurance or tuition payment plans, invitations to join organizations such as the alumni association, solicitations for credit cards or real estate, and direct marketing campaigns.
- ☐ Please do not release my directory information for non-commercial (educational) purposes. Examples of non-commercial purposes include publication of your name in honors and graduation programs, confirming graduation and dates of attendance to potential employers verifying enrollment with organizations such as insurance companies, and invitations to apply for specialized scholarships, activities, or workshops.
- ☐ Please do not release my directory information for BOTH commercial and non-commercial (educational) purposes.

[Return](#)

- i. The student can make restrictions to their information when the 3rd party is commercial or non-commercial or both
 1. The first option allows the student to REMOVE a restriction on their directory information. If a student previously restricted the release of their information the shade will remain on their account, they will just select the first option to "Allow release of my directory information"

- a. This is common for students who have restricted the release of their information but wish to remove the restriction in order to have their name printed in the Commencement Bulletin
2. The second option restricts release of information for commercial purposes
 - a. This includes non-academic organizations requesting student information for solicitations, benefits, and direct marketing
3. The third option restricts release of information for non-commercial purposes
 - a. This includes educational purposes such as potential employers verifying dates of attendance and degrees and invitations to apply for specialized scholarships, activities, workshops, etc.
4. The fourth option restricts directory information for both non-commercial and commercial purposes
 - a. Students with this option are requesting that information (directory and non-directory) only be released to the student themselves after validation of their identity