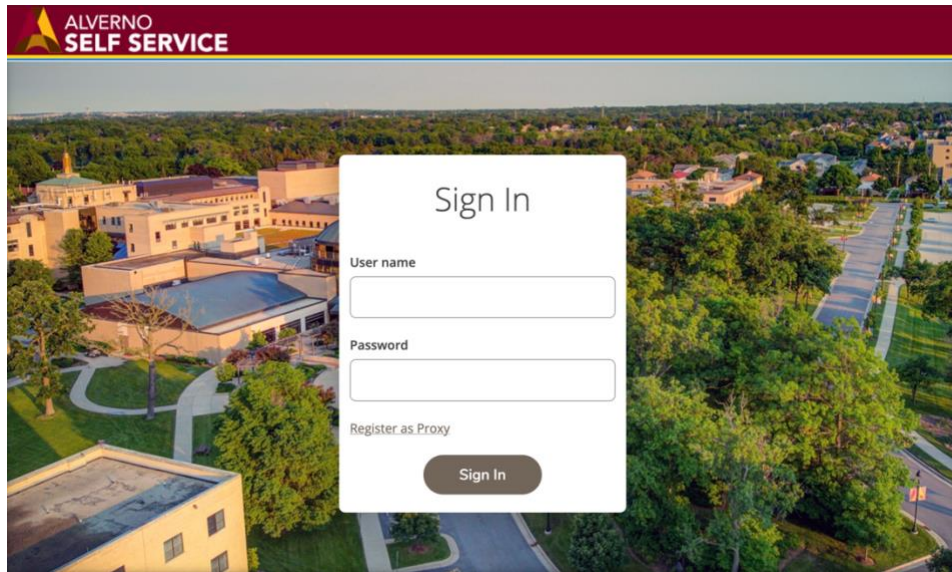
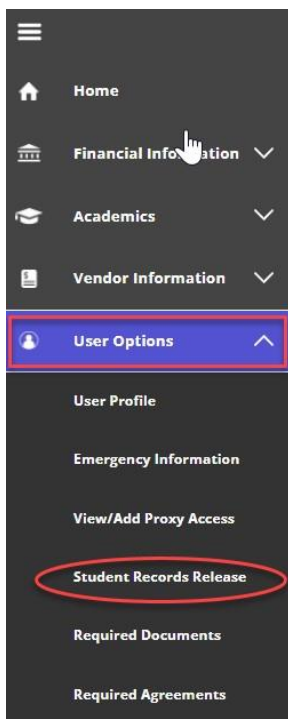


Student Record Release Authorization

1. **Log in to Self Service** by visiting alverno.edu/self-service
 - a. Use your Alverno username and password. Your username will be your email without the @alverno.edu part. If you have login problems, please submit a ticket by emailing helpdesk@alverno.edu.

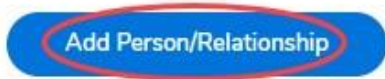


2. In the left menu, **expand User Options** by clicking on the person icon. Then, click on **Student Records Release**.



- Carefully read the FERPA release information.
- To grant Alverno College permission to release your records and/or communicate with an individual, select **Add Person/Relationship**.

Active Relationship



- Enter the required information.** Start and end dates are not required. If left blank, permission is considered indefinite until authorization is revoked.

First Name *	Last Name *	Relationship *	PIN *	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text" value="Please Select"/>	<input type="text" value="Enter a 4 digit PIN"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>

Be sure that the individual(s) you are authorizing know their PIN number. They will be required to provide it when requesting information.

- Select the level of access for the individual(s) you are authorizing: **Complete Access** or **Select Access**.

Access *

Allow Complete Access

Allow Select Access

Academic Affairs

Student Financials

Student Development

Communication Authorization to the three areas are as follows:

- Academic Affairs:** Includes the Registrar's Office, Faculty/Instructors, Faculty/Staff Advisors, Program Directors, and Academic Deans
 - Student Development:** Includes Athletics, Global Exchange, Dean of Students, Academic Advising, Residence Life, Student Success, and Student Engagement and Leadership
 - Student Financials:** Includes Student Accounts and Financial Aid
- Check the **Disclosure Agreement box** and click the **Submit** button.

Disclosure Agreement

I authorize the institution to disclose my information to this party

8. To edit or remove access for a previously authorized individual, click the pencil or minus icon on the far right. Edit access as desired.

Active Relationship

Name	Information Access	Relationship	PIN	Start Date	End Date	
██████████	Academic Affairs Student Financials	Other	1234	10/15/2022		<input style="border: 2px solid red; border-radius: 50%; width: 20px; height: 20px;" type="button" value="✎"/> <input style="border: 2px solid red; border-radius: 50%; width: 20px; height: 20px;" type="button" value="−"/>

Please email student.accounts@alverno.edu or call 414-382-6262 if you have any questions.