

## FERPA Release Information

These are the instructions for the online version of the new FERPA release for students. This will allow students to specify whom information can be released to. There is also a paper version that is available at the Registrars' Office.

1. Log into Mycarrollu.edu
2. Click on My Info
3. Click on FERPA Waiver

The screenshot shows a web browser window displaying the my.carrollu.edu portal. The browser title is "Portal-2 Student - My Info | my.carrollu - Windows Internet Explorer provided by Carroll University". The address bar shows the URL "https://my.carrollu.edu/lcs/Student/My\_Info.jnz". The page header includes the Carroll University logo and the text "my.carrollu". A navigation menu at the top includes links for Home, Admissions, Student, Employee, Courses, Alumni, Give to Carroll, Campus Groups, Staging, and My Pages. The "Student" section is active, and the "My Info" page is displayed. The "My Info" page has a "Printer Friendly" icon and a list of links: Emergency Contacts, Emergency Notifications via T, FERPA Waiver, Health Insurance, and Medical Information. A red arrow points to the "FERPA Waiver" link. Another red arrow points to the "My Info" link in the left-hand navigation menu. The footer of the page includes the text "www.carrollu.edu | About Us | Contact Us".

4. Read information regarding FERPA
5. If you have questions contact the Registrar's Office at (262) 524-7208
6. Click on Add New

The screenshot shows a web browser window displaying the 'my.carrollu.edu' portal. The page title is 'Portal-2 Student - My Info | my.carrollu.edu'. The browser address bar shows the URL 'https://my.carrollu.edu/ics/Student/My\_Info.jnz'. The page features a navigation menu with options like Home, Admissions, Student, Employee, Courses, Alumni, Give to Carroll, Campus Groups, Staging, and My Pages. The 'Student' section is active, showing a sidebar with links such as Student Home, Academics, Billing and Payment, Career Services, Courses and Registration, Experiences Transcript, Financial Aid, Housing, My Info, and My Job. The main content area is titled 'My Info' and contains a section for 'My Info - FERPA Waiver'. Below this section, there are two links: 'Add New' and 'Return To My Info'. A large red arrow is overlaid on the page, pointing directly to the 'Add New' link. The footer of the page includes the website URL 'www.carrollu.edu' and links for 'About Us' and 'Contact Us'. The browser status bar at the bottom indicates 'Trusted sites' and '100%' zoom.

7. Fill in form for each person to whom you would like to have information released to
8. All \* are required fields.

The screenshot shows a web browser window displaying the 'My Info' page on the my.carrollu.edu website. The page title is 'My Info' and it includes a 'Printer Friendly' link. The main heading is 'My Info - Add FERPA Waiver'. Below this, there is a paragraph: 'The below form can be used to indicate the individual who we can release your Academic and Non-Academic information to.' The form consists of several input fields: 'First Name: \*', 'Last Name: \*', 'Relationship: \*', 'Address Line 1:', 'Address Line 2:', 'Address Line 3:', 'City:', 'State:' (a dropdown menu currently showing 'Wisconsin'), 'Country:' (a dropdown menu currently showing 'UNITED STATES'), 'Zip:', and 'Phone:'. A large red arrow points to the 'Relationship' field. Below the form, there is a paragraph: 'By submitting this form, I agree to waive my rights under FERPA and the Carroll University FERPA policy and authorize the University to share non-directory information about me with the person(s) listed.' This is followed by another paragraph: 'I understand that I can change the waiver of rights or release of information authorized by this form either in person at the Registrar's Office or using the Edit and Remove function on the previous page.' At the bottom of the form, there is a checkbox labeled 'I Agree' and two links: 'Submit' and 'Cancel'. The browser's address bar shows the URL 'https://my.carrollu.edu/ics/Student/My\_Info.jnz'. The browser's status bar at the bottom indicates 'Trusted sites' and '100%' zoom.

9. You need to check the "I Agree" box and then submit.

Portal 2 Student - My Info | my.carrollu - Windows Internet Explorer provided by Carroll University

https://my.carrollu.edu/lcs/Student/My\_Info.jnz

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my.carrollu

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You are here: Student > My Info

**Student**

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## My Info

Printer Friendly

### My Info - Add FERPA Waiver

The below form can be used to indicate the individual who we can release your Academic and Non-Academic information to.

First Name: *	Donald
Last Name: *	Duck
Relationship: *	Father
Address Line 1:	100 N East Ave
Address Line 2:	
Address Line 3:	
City:	Waukesha
State:	Wisconsin
Country:	UNITED STATES
Zip:	53186
Phone:	262-729-7208

By submitting this form, I agree to waive my rights under FERPA and the Carroll University FERPA policy and authorize the University to share non-directory information about me with the person(s) listed.

I understand that I can change the waiver of rights or release of information authorized by this form either in person at the Registrar's Office or using the Edit and Remove function on the previous page.

I Agree

Submit Cancel

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Trusted sites 100%

10. Please review information submitted.
11. Add a new person to your list

Portal-2 Student - My Info | my.carrollu - Windows Internet Explorer provided by Carroll University

https://my.carrollu.edu/jcs/Student/My\_Info.jnz

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**CARROLL UNIVERSITY** my.carrollu

Welcome back

Home Admissions Student Employee Courses Alumni Give to Carroll Campus Groups Staging My Pages

You are here: Student > My Info

**Student**

- Student Home
- Academics
- Billing and Payment
- Career Services
- Courses and Registration
- Experiences Transcript
- Financial Aid
- Housing
- My Info**
- My Job

**Quick Links**

- My Pages
- My Groups

www.carrollu.edu

## My Info

Printer Friendly

### My Info - FERPA Waiver

The Family Education Rights and Privacy Act (FERPA) governs the disclosure of certain personally identifiable information from records maintained by various departments of the University. FERPA applies to all students attending the institution and defines the responsibilities of the University in protecting the privacy of its students. While certain information, called "directory information", may be released without a student's consent, other information cannot be shared without written consent.

For more information regarding FERPA:  
<http://www.carrollu.edu/academics/registrar/pdfs/FERPAinfo.pdf>

You have indicated that the following individuals can access your Academic and Non-Academic information.

Name	Address	Edit	Remove
Donald Duck Father	100 N East Ave  Waukesha , WI 53186 USA	<a href="#">Edit</a>	<a href="#">Remove</a>

[Add New](#) [Return To My Info](#)

www.carrollu.edu | About Us | Contact Us

Trusted sites 100%

12. By completing and submitting this form, you are waiving your rights under FERPA and the Carroll University policy and authorize the University to share non-directory information about you with the people submitted on the form.