

## Viewing the Online FERPA Privacy Waiver

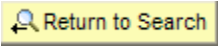
Effective 05/28/2009, when students log into the Student Administration System and click the **Student Center** link, they will be required to complete the FERPA (Family Educational Rights and Privacy Act) Privacy Waiver. The waiver provides students the ability to designate up to four persons and assign a distinct four-character access code to each person in order that the designee may discuss specific information with these **administrative** offices:

- Registrar
- Financial Aid and Bursar
- Residential Life
- Husky One Card Office
- Community Standards

Use this procedure to determine whether or not a student has completed the FERPA Privacy Waiver. View a student's designees and their access code or if a student chooses not to indicate any designees.

**Path:** UC Campus Community > UC Campus Community Inquire > UC FERPA Privacy Waiver

1.	<p>On the <b>UC FERPA Waiver Designees Find an Existing Value</b> page, enter criteria to search for the student.</p> <p><b>Note:</b> Click the <b>Advanced Search</b> link to search by Last Name and First Name.</p> <p><b>Tip!</b> Click the <b>Add to Favorites</b> link to add this page to your <b>My Favorites</b> folder.</p>																												
2.	<p>Click <span style="border: 1px solid black; padding: 2px 5px;">Search</span>. The <b>FERPA Privacy Waiver Designees</b> page appears.</p>																												
3.	<p>If the student has <b>not</b> yet completed the FERPA Privacy Waiver, the following message in <b>red</b> highlighted in <b>yellow</b> appears under the <b>Designee Name</b> column:</p> <p style="color: red; background-color: yellow; padding: 2px;"><b>FERPA Waiver Not Complete</b></p>																												
4.	<p>If the student <b>did</b> indicate designees, the <b>Designee Name</b> and four-character <b>Access Code</b> display (letters, numbers and/or special characters).</p> <p>The specific administrative office the student wishes that designee to discuss information with is selected (note <b>checkboxes</b>):</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="7">FERPA PRIVACY WAIVER DESIGNEE'S</th> </tr> <tr> <th style="width: 20%;">Designee Name</th> <th style="width: 10%;">Access Code</th> <th style="width: 10%;">Academic</th> <th style="width: 10%;">FinAid/ Bursar</th> <th style="width: 10%;">Residential Life</th> <th style="width: 10%;">Husky One Card</th> <th style="width: 10%;">Community Standards</th> </tr> </thead> <tbody> <tr> <td>JANE HUSKY</td> <td>0505</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>JOHN HUSKY</td> <td>DAD*</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div>	FERPA PRIVACY WAIVER DESIGNEE'S							Designee Name	Access Code	Academic	FinAid/ Bursar	Residential Life	Husky One Card	Community Standards	JANE HUSKY	0505	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOHN HUSKY	DAD*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FERPA PRIVACY WAIVER DESIGNEE'S																													
Designee Name	Access Code	Academic	FinAid/ Bursar	Residential Life	Husky One Card	Community Standards																							
JANE HUSKY	0505	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
JOHN HUSKY	DAD*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																							

5.	If the student has decided <b>not to select any designees</b> the following message appears under the <b>Designee Name</b> column: <a href="#">FERPA Compliance - No Designee</a>
6.	Read and follow the <b>DO</b> and <b>DO NOT</b> guidelines.
7.	At the bottom of the page, click  to look up another student.

**For additional information on FERPA**, click the links below:

- FERPA Privacy Waiver [Frequently Asked Questions](#)
- Information for [Designees](#)
- FERPA Privacy Waiver [Provisions](#)
- Registrar's [FERPA website](#)
- UConn's [FERPA Policy](#)