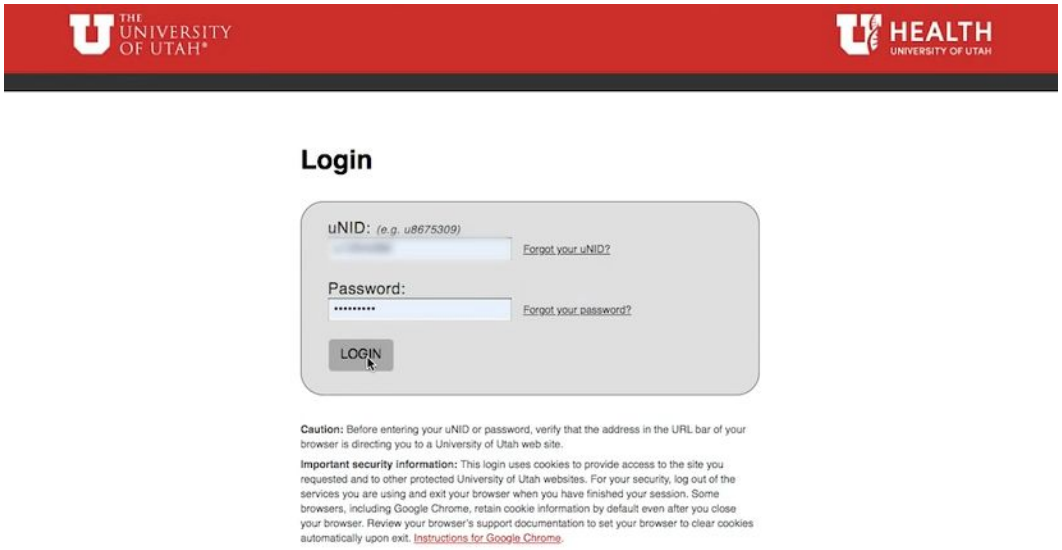
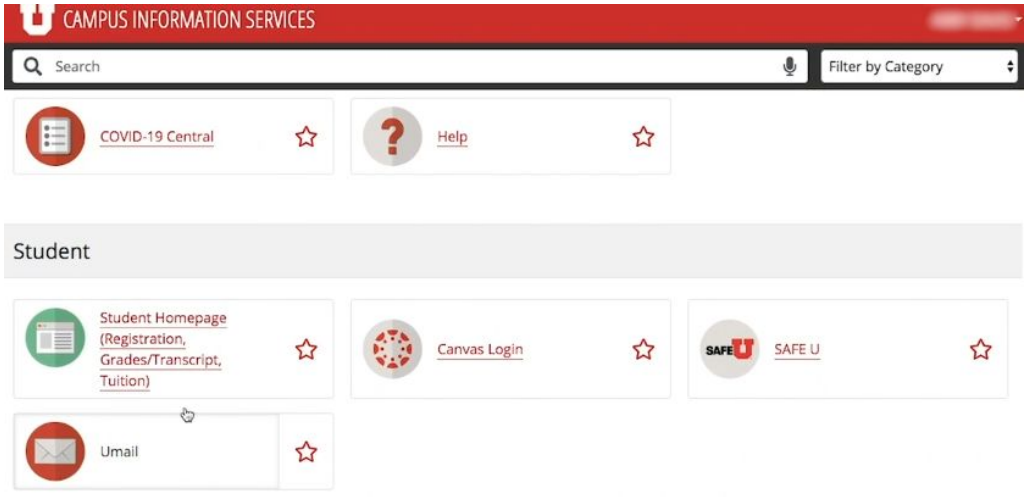
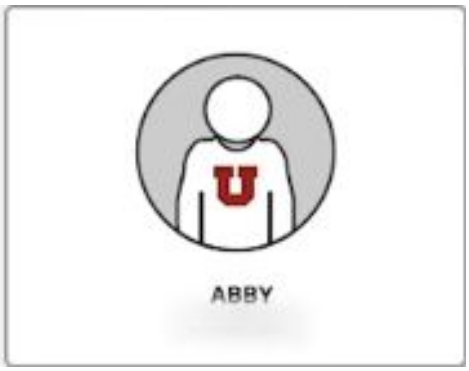
1. **Log into CIS.**



2. **Go to 'Student Homepage'.**



3. **Click the Student profile tile.**



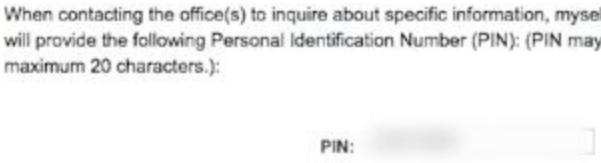
4. **Scroll down, and on the left hand side click “Ferpa Consent to Release Form”.**

5. **Read the form and check the boxes that apply to you.**

I understand that picture ID is REQUIRED when any information is requested in person at the various University offices. I also understand by authorizing communication to the Email accounts listed below, I do so at my own risk and the University of Utah, the University offices are not responsible for the security of the information.

- [x] I give The University Office of Scholarships and Financial Aid, Income Accounting, and Student Loan Services Office permission to release information regarding the processing and delivery of my financial aid and scholarships and financial/tuition information to myself and any individual(s) listed below with the appropriate PIN.
- [x] I give the University of Utah Office of the Registrar permission to release information about my educational record information to myself and any individual(s) listed below with the appropriate PIN.
- [x] I give the University of Utah Academic Advising Center and Departmental/College Advisers permission to release information maintained by the Academic Advising Offices about my educational record information to myself and any individual(s) listed below with the appropriate PIN.
- [x] I give the University of Utah Housing & Residential Education Office permission to release information regarding my housing financial account, its status and charges listed on my account to myself and any individual(s) listed below with the appropriate PIN.

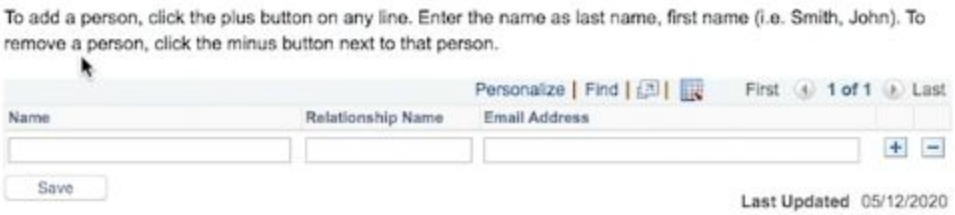
6. **Create a personal identification number. The maximum is 20 characters.**



When contacting the office(s) to inquire about specific information, myself and/or the individual(s) identified below will provide the following Personal Identification Number (PIN): (PIN may be letters and/or numbers; no minimum, maximum 20 characters.):

PIN:

7. **If desired, add another person who is allowed access to your restricted FERPA information, such as a parent or guardian. Once finished, press Save.**



To add a person, click the plus button on any line. Enter the name as last name, first name (i.e. Smith, John). To remove a person, click the minus button next to that person.

Personalize | Find | First 1 of 1 Last

Name	Relationship Name	Email Address

Save

Last Updated 05/12/2020