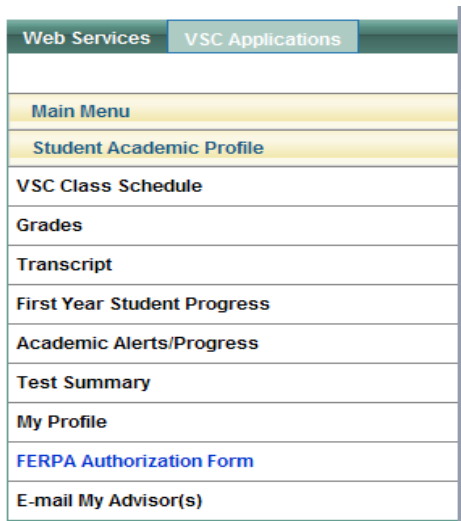


# Completing the FERPA Authorization form:

Log into the Castleton Portal by clicking on the Portal/Web Services Log In link on the Student Services Center web page, or on the lower left corner of the Castleton home page, [www.castleton.edu](http://www.castleton.edu).



The screenshot shows a web services menu with the following items: Web Services, VSC Applications, Main Menu, Student Academic Profile (highlighted), VSC Class Schedule, Grades, Transcript, First Year Student Progress, Academic Alerts/Progress, Test Summary, My Profile, FERPA Authorization Form (highlighted), and E-mail My Advisor(s).

On the Web Services Menu on the right hand side of your welcome page, choose Student Academic Profile, then choose FERPA Authorization Form.

By granting access to individuals below, you are giving permission to release information about your financial account, academic performance, course enrollment, and financial aid. Please be sure that the individuals you authorize below know your Student ID, and the access code you create below, when requesting information. You may update this form at any time.

If you choose to authorize others to access your educational record, create an Access Code and complete the form below. The access code is to be used by the person(s) you authorize below when requesting access to your educational record. This code must be at least 5 characters long. It is your responsibility to ensure the person(s) below know this access code. You may grant or remove authorization by checking or unchecking the boxes below.

Information from my educational records may be released to:

Relationship	First Name	Last Name	Grant Access
M - Mother	Jane	Doe	<input checked="" type="checkbox"/>
O - Other	John	Smith	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Access Code

When the form comes up, add the names and relationship of the people you would like to give the college permission to speak to, and check the Grant Access box. Then create an Access Code. This is a word or phrase that the people on the list must give each time they call or email, so please make it simple and easy for them to remember, like a pet name, favorite movie or team, etc. Then Submit.