DocuSign Instructions FERPA form:

If a student volunteers to fill out the FERPA form, they are required to log into PeopleSoft and access the link provided below:

https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=929dbd38-40f0-41c3-afdf-b9deabf61abc

DocuSign process of FERPA form:

1. The above link directs the student to fill out their name and email.

As first step of identity validation, they receive access code on email which has to be entered to proceed to the FERPA form.
2. Student fills and signs the form which is automatically forwarded to Office of the Registrar.