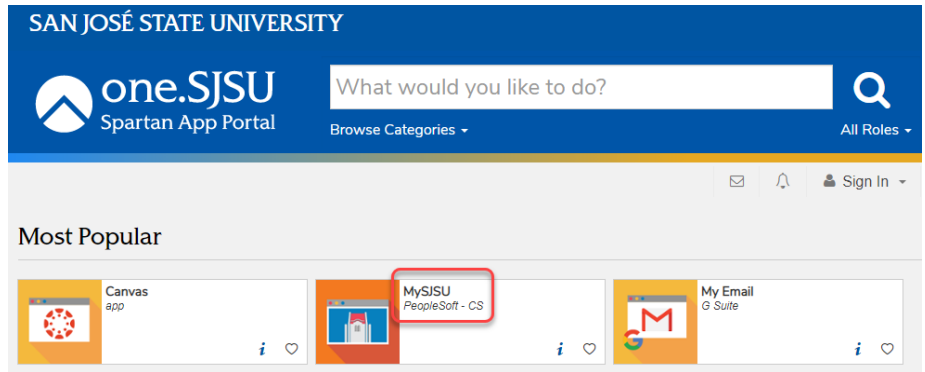


As a student, you have the option to release/disclose your student record information to a designated person (e.g. parent or legal guardian). To do so, you may access the MySJSU portal to complete an Authorization to Release form for the designee(s). This guide provides the steps for you to give your designated person permission to have your information disclosed from your records (academic, financial aid, financial accounts, and housing). Go to [Family Educational Rights and Privacy Act \(FERPA\)](#) to learn more about how SJSU protects the privacy of your student records.

The one.sjsu.edu homepage displays.

1. Go to one.sjsu.edu
2. Click the **MySJSU** tile.
If you can't find the MySJSU tile, search for it in the "What would you like to do?" search bar at the top of the page.



The MySJSU sign-in page displays.

3. Enter your **9-digit SJSU ID** and **Password**. Click the **Sign In** button.

If you have forgotten your password, go to the [Reset Password](#) page and enter the 9-digit SJSU ID. Choose one of the two options listed to reset your password.

You can also go to the FAQ section in the [Password Help](#) page for additional assistance.

If you continue to have problems, please contact IT Service Desk.
408-924-1530
itservicedesk@sjsu.edu



The Student Center page displays.

4. Under the *Personal Information* section, click the **Authorize to Release** link.


The Create an Authorization Release page displays.

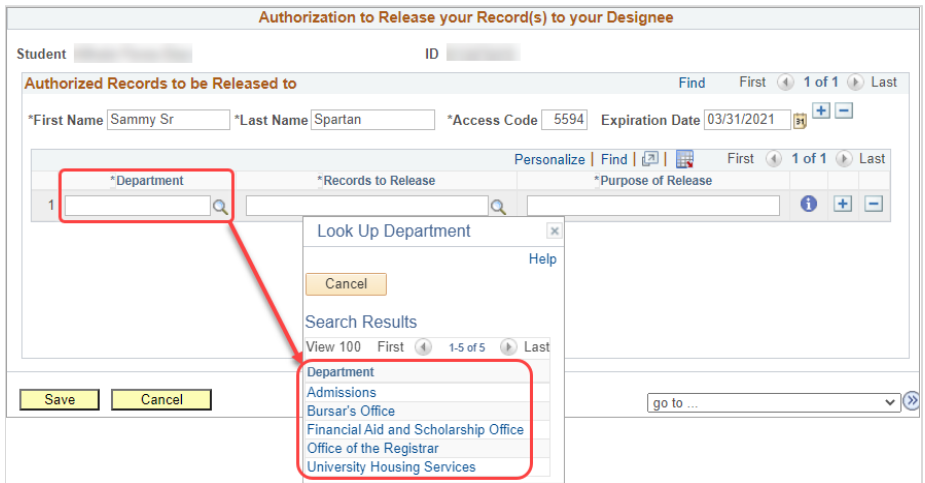
5. Please read the information on the page to understand the following:
 - a. Types of records you can choose to disclose.
 - b. Who has access to view the authorization.
 - c. Who is authorized to disclose to your designee.
 - d. How to add or modify your designee.
 - e. Information required from your designee to verify authorization.


Scroll to the **Authorization to Release your Record(s) to your Designee** section.

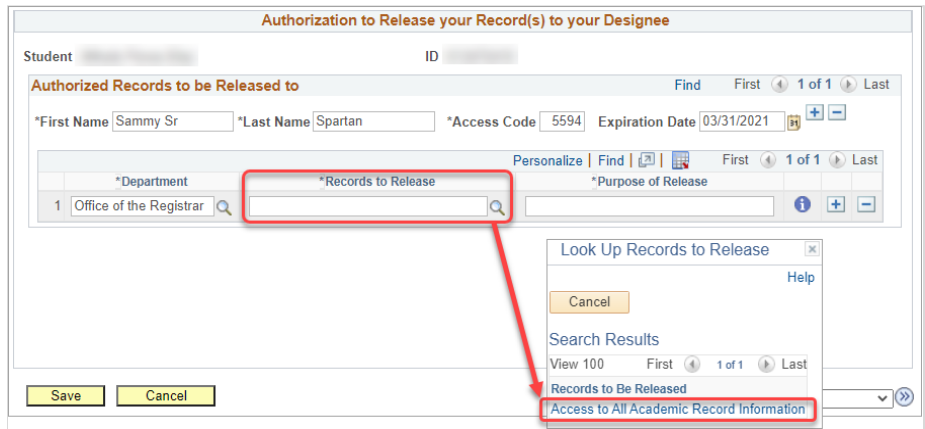
6. To add your first designee:
 - a. Enter the designee's **First and Last name**.
 - b. Create a **4 digit access code without leading zeros** for the designee and share it only with that person.
 - c. Enter the **date** on which the designee's access will **expire**.
 - i. You can enter a minimum of 1 day and a maximum of 365 days from date of entry.
 - ii. You can return to this page to **shorten or extend the access period at any time**.

	*Department	*Records to Release	*Purpose of Release
1			

7. Click the  icon to select the **Department** of the record you wish to authorize. You have the option of selecting the following:
 - a. Admissions
 - b. Bursar's Office
 - c. Financial Aid and Scholarship Office
 - d. Office of the Registrar
 - e. University Housing Services

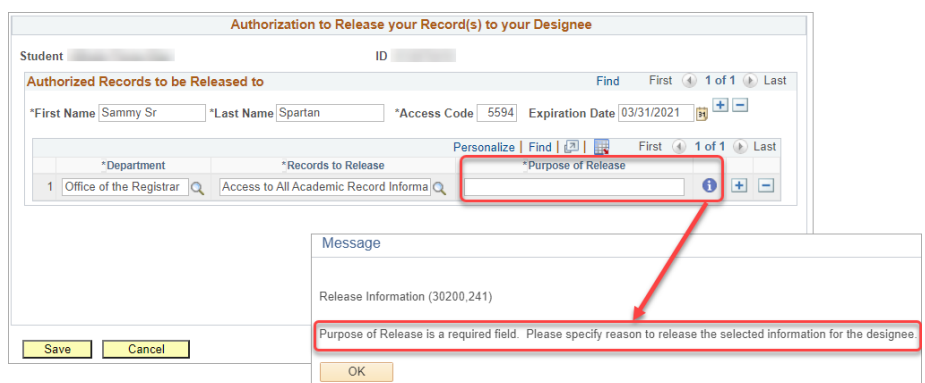


8. Click the  icon to select the **Records to Release**.
 - a. Each department will have different types of records you may select to release to your designee.



9. In the **Purpose of Release**, enter the purpose/reason of the release for this designee. This is a required free text field.

*For example:
Assistance with enrollment.*



- Click the **Save** button at any time when you are finished.

The screenshot shows the 'Authorization to Release your Record(s) to your Designee' form. At the top, there are fields for 'Student' and 'ID'. Below that, there are search fields for '*First Name' (Sammy Sr), '*Last Name' (Spartan), '*Access Code' (5594), and 'Expiration Date' (03/31/2021). A table below lists authorized records. The first row is highlighted, showing '*Department' as 'Office of the Registrar', '*Records to Release' as 'Access to All Academic Record Informa', and '*Purpose of Release' as 'Provide assistance with school'. At the bottom left, the 'Save' button is highlighted with a red box. At the bottom right, there is a 'go to ...' dropdown menu.

Adding more authorized records to be released for the designee.

- To add more department records to release for the same designee, click the **+** button.

This screenshot is identical to the previous one, but the '+' button next to the first record in the table is highlighted with a red box, indicating the action to add more records.

- Select the **Department** and **Records to Release**. Fill in the **Purpose of Release**.

This screenshot shows the form with two rows in the table. The second row is highlighted with a red box, indicating the process of adding a new record. The first row remains the same as in the previous screenshots.

Adding more designee(s).

- To add another designee, click the **+** button next to the Expiration Date.

This screenshot shows the form with two records in the table. The '+' button next to the 'Expiration Date' field is highlighted with a red box, indicating the action to add another designee.

14. Enter designee information:
 - a. Enter designee's **First and Last name**.
 - b. Create a **4 digit access code without leading zeros** for the designee and share it only with that person.
 - c. Enter the **date** on which the designee's access will **expire**.
 - i. You can enter a minimum of 1 day and a maximum of 365 days from date of entry.
 - ii. You can return to this page to shorten or extend the access period.

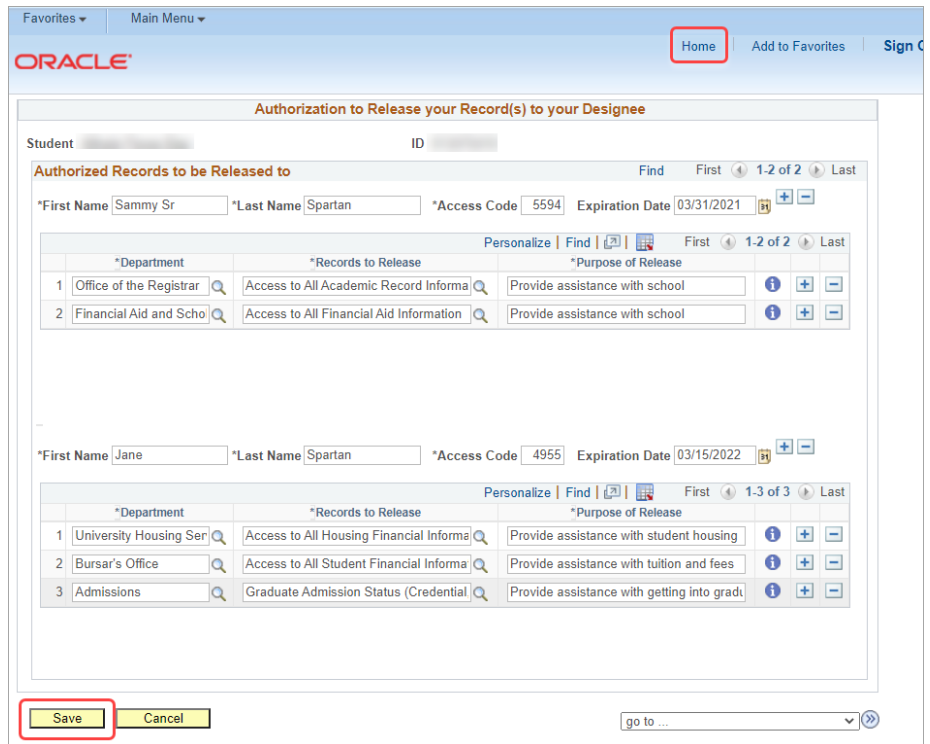
15. Add authorized records to be released for the designee.
 - a. Select the **Department** and **Records to Release**. Fill in the **Purpose of Release**.

Modifying Designee(s).

16. To make changes:
 - a. To **completely remove a designee**, locate the designee row and click the button.
 - b. To **remove an authorized record** from the designee, locate the row and click the button.
 - c. To **change the expiration date** for a designee, locate the designee row and click the icon. Select a different Expiration Date for the designee.

17. Click the **Save** button when you have finished adding/modifying designee(s) and the authorized records to be released for the designee(s).

18. To exit out of the Authorization to Release page, click the **Home** link at the top right of the page.



19. You have successfully completed adding/modifying your authorization to release for your designee(s).

