Authorization to Release Student Guide

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

**Adding more authorized records to be released for the designee.**

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

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

**Adding more designee(s).**

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