YOUNGSTOWN STATE UNIVERSITY

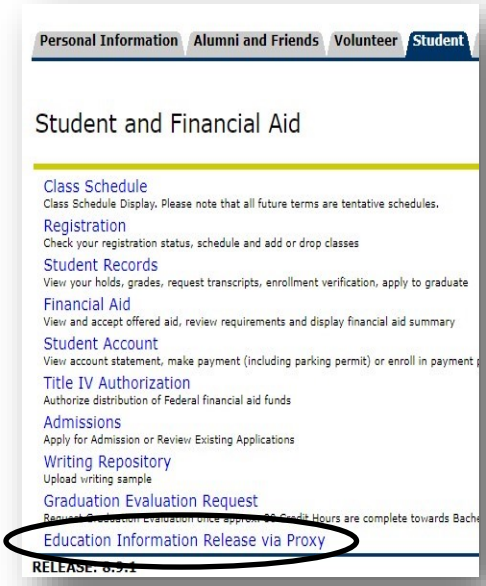
Education Information Release
via Proxy

The Family Educational Rights and Privacy Act of 1974, or FERPA, is a federal law that protects the access and disclosure of your educational records maintained by the University. **Education Information Release via Proxy** is an online form students can submit to grant access for parents/others to see and discuss academic grades and records, billing records, financial aid records, or other student information such as academic advising records, housing information and actions, student advocacy and support, and student conduct. Listed below are instructions if you wish to release any of this information to a parent/other individual.

STEP 1

Find the Form

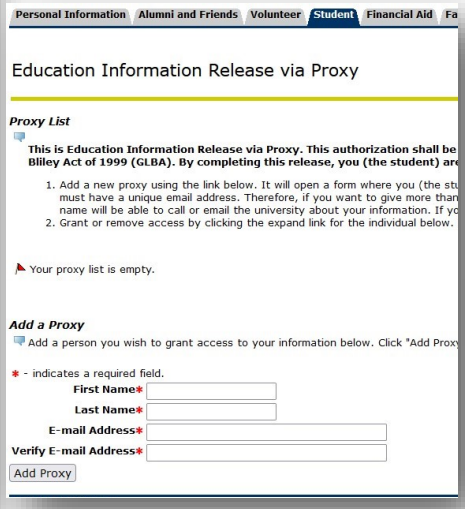
Log in to the Penguin Portal. Under the "e-Services for Students" section, click "Access My Information." Then click on the Student tab, and the link for Education Information Release via Proxy will be listed at the bottom.



STEP 2

Add a Person

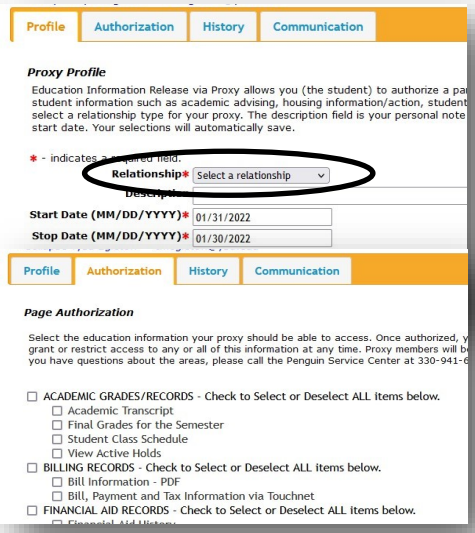
Click "Add a Proxy" to open the form and add an individual to your account by entering their first name, last name and email address. Then, click the "Add Proxy" button to save your entry. The form will close and a new expandable link will appear on the screen with your proxy's name.



STEP 3

Establish Relationship and Access

Click the expand link for the person you added. Under the profile tab, select one of the three relationship options; your selection will automatically save. Then on the authorization tab, select each box for the area you would like to grant access. Again, your selections will automatically save. That's it!



FAQs

Do I have to release information?
NO. You should do this if you have someone you would like to be able to see your information or speak to faculty and staff as a support system for you.

Can I add more than one person?
YES. You can add as many as you would like; we recommend no more than four. You can give each person the same level of access or vary it.

Is this release permanent?
NO. You may rescind the access you granted at anytime. In four years, the release will expire, but you can log in and renew it.

What happens after setup?
Once authorized, your proxy will receive an email to setup their account and notice that they are permitted to view information and contact us.

YOUNGSTOWN STATE UNIVERSITY
Penguin Service Center
A ONE-STOP FOR CAMPUS

For questions or assistance, contact us.
Phone: (330) 941-6000
Email: onestop@ysu.edu
Location: Meshel Hall, Second Floor