How to Grant On-Line FERPA Authorization

This grants One Stop staff the ability to speak with a Parent/Guardian/Advocate regarding a student’s account. The student must complete the following steps before a Parent/Guardian/Advocate can contact the One Stop for Student Services.

1. Log into Flashline and select Student from the main menu
2. Under Resources, select Requests and Authorizations
3. Select the Grant Online FERPA Authorization tab
4. The student must click the Add New FERPA Release button
5. The student must complete all of the required fields:
   a. The passphrase will be used to identify the grantee when contacting staff by phone
   b. The email address will be used to notify the grantee of the passphrase that has been created by the student
6. The student will receive online confirmation of the release granted. In addition, an email confirmation is sent to both the student and the grantee
7. To resend a passphrase to the grantee, the student must click the Resend Passphrase button
8. To revoke a release, the student must click the Revoke Release button. An email confirmation of the revoked release will be sent to the student and the grantee