Instructions to Access, Enter, Revise or Revoke a FERPA Authorization

I. Accessing the FERPA menu
II. Entering a new FERPA Authorization
III. Editing an Existing FERPA Authorization
IV. Revoking an Existing FERPA Authorization

I. Accessing the FERPA Menu

Step 1: Log into ClarkYOU (you.clarku.edu)

Step 2: Under the CU Web Menu, select the “Main Menu” option, as shown below.

Step 3: From the Personal Menu, select the “Update FERPA Authorizations” menu option, as shown below.
II. Entering a New FERPA Authorization

Step 1: Choose one of the Authorization Types from the “Select an Authorization to Insert” and click the “Submit” button, as shown below.

Update FERPA Authorizations

Step 2: Read the instructions provided and then begin to complete the FERPA authorization, as per the instructions. When finished, click the “Submit” button.

Authorized Person 1 - FERPA

Effective Date: MM/DD/YYYY
Revocation Date: MM/DD/YYYY
Authorized Person:
Relationship of Person to You:
Address Line 1:
Address Line 2:
City:
State or Province: Not Applicable
ZIP or Postal Code:
County: Not Applicable
Nation: Not Applicable

Primary Phone Number for This Person:
Country Code
Phone Number
Extension
International Access Code
and Phone Number
Unlisted

OR
III. Editing an Existing FERPA Authorization

Step 1: Once in the FERPA menu, select the “Current” link that is to the left of the authorized person’s information.

Update FERPA Authorizations

 Listed below are all of your current FERPA authorizations on file. To add a FERPA
To make a change to an existing FERPA authorizations, click on the "Current" link
To revoke an existing FERPA authorization, click on the "Current" link next to the

Addresses and Phones

<table>
<thead>
<tr>
<th>Authorized Person 1 - FERPA</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Mar 01, 2013 to (No end date)</td>
<td>Primary: 508-7937426</td>
</tr>
<tr>
<td>John T. Smith</td>
<td></td>
</tr>
<tr>
<td>Father</td>
<td></td>
</tr>
<tr>
<td>950 Main Street</td>
<td></td>
</tr>
<tr>
<td>2nd Floor</td>
<td></td>
</tr>
<tr>
<td>Worcester, Massachusetts 01610</td>
<td></td>
</tr>
</tbody>
</table>

Select an Authorization to Insert: Select

Submit

Step 2: You will be brought to the entry form where you will be able to make edits to the person’s information. Change the “Effective Date” to the date that you are making the edits and then make the necessary updates. When finished, click the “Submit” button.
IV. Revoking an Existing FERPA Authorization

Step 1: Once in the FERPA menu, select the “Current” link that is to the left of the authorized person’s information that you wish to revoke.

Update FERPA Authorizations

Addresses and Phones

Authorized Person 1 - FERPA

<table>
<thead>
<tr>
<th>Current: Mar 01, 2013 to (No end date)</th>
<th>Phone: 508-7937426</th>
</tr>
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<tr>
<td>John T. Smith</td>
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<td></td>
</tr>
</tbody>
</table>

Select an Authorization to Insert: Select

Step 2: You will be brought to the entry form where you will be able to revoke an existing authorization. To revoke the authorization, simply enter the date that the authorization should be no longer valid in the “Revocation Date” field. When finished, click the “Submit” button.

Authorized Person 1 - FERPA

<table>
<thead>
<tr>
<th>Effective Date: MM/DD/YYYY</th>
<th>Revocation Date: MM/DD/YYYY</th>
<th>Authorized Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2013</td>
<td>03/15/2013</td>
<td>John T. Smith</td>
</tr>
</tbody>
</table>

Relationship of Person to You: Father

Address Line 1: 950 Main Street

Address Line 2: 2nd Floor

City: Worcester

State or Province: Massachusetts

ZIP or Postal Code: 01610

County: Not Applicable

Nation: Not Applicable

Primary Phone Number For This Person:

<table>
<thead>
<tr>
<th>Country Code</th>
<th>Area Code</th>
<th>Phone Number</th>
<th>Extension</th>
<th>International Access Code and Phone Number</th>
<th>Unlisted</th>
</tr>
</thead>
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<td>7937426</td>
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<td></td>
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</tbody>
</table>

Submit | Reset