Instructions to Access, Enter, Revise or Revoke a 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.

![CU Web Menu](image)

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

![Personal Menu](image)

Personal Information

- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- Update FERPA Authorization
- View Emergency Contacts
- Update Emergency Contacts
- View Clark University E-mail Address
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

Select an Authorization to Insert: [Select]

Submit

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

Update FERPA Authorizations

Student’s Authorization for Disclosure
Student’s Authorization for Disclosure By submitting this FERPA authorization, I authorize Clark University to discuss confidential information pertaining to my student record, such as grades, financial records, academic status, progress toward graduation, and extracurricular behavior to the following person. I understand that this authorization will remain in effect until I revoke the authorization. More information regarding FERPA may be found on the website of the Registrar Office.

Instructions:
1. Enter the "Effective Date" of the authorization (date that you are submitting the form).
2. If entering a new FERPA authorization, leave the "Revocation Date" blank. If you are revoking access that you have previously granted, enter the date that the authorization should be considered no longer valid.
3. Enter the authorized person’s name in the "Authorized Person" field.
4. Please indicate the relationship of the person to you in the "Relationship of Person to You" field. Examples of typical relationships are: parent, spouse, sibling, grandparent, other relative.
5. For the remaining fields, please enter the address information and phone number for the authorized person.
   - For U.S addresses, you do not need to enter "Country" or "Nation."
   - For International addresses, be sure to enter the "Postal Code" and "Nation."
6. When finished entering all information, please click the "Submit" button.
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 authorization, click on the “Current” link.

To make a change to 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>Effective Date</th>
<th>Revocation Date</th>
<th>Authorized Person</th>
<th>Relationship of Person to You</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City</th>
<th>State or Province</th>
<th>ZIP or Postal Code</th>
<th>County</th>
<th>Nation</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2013</td>
<td>03/15/2013</td>
<td>John T. Smith</td>
<td>Father</td>
<td>950 Main Street</td>
<td>2nd Floor</td>
<td>Worcester</td>
<td>Massachusetts</td>
<td>01610</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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.