

# Authorization to Release Help Guide

## Steps for Student

1. Log into Student Center
2. Scroll down to the Personal Information section
3. Click the Authorize to Release link

4. Read the information and instructions provided on the page
  - a. If prompted: complete the Birth City field and click Save Birth City

5. Complete the information for each person that access should be given.
  - a. 4 digit access code
    - i. is created and assigned by the student
    - ii. cannot start with a zero
    - iii. must be numeric
    - iv. can be the same for all users
  - b. Check the appropriate box for each department to release information

Authorization to Release your Student Information to Your Third-Party Designee								
Student Information		Third-Party Designee			Authorize Access to Information			Add
Birthdate	Birth City	*First Name	*Last Name	*Access Code	Academic Records	Student Financial Services	Financial Aid	
	Whittier				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="border: 1px solid black;" type="button" value="+"/>

6. Click Save
  - a. If any fields highlight, correct errors and click Save
7. Click OK
8. Share the access code with the designee