

How to Create an Authorization to Release

Training Description:

This page will show you how to authorize to release your student information to your Third-Party Designee.

- Select “Authorize to Release” from the Dashboard Menu under “Student Records”
- Read the information and instructions provided on the page.
 - If prompted, complete the Birth City field and select “Save Birth City”
- Complete the information for each person for whom access should be given.
 - 4-digit access code:
 - This is created and assigned by the student.
 - Cannot start with 0 (zero).
 - Must be numeric.
 - Can be the same for all users.
 - Check the appropriate box for each department to release information.
- Select “Save”
 - If any field highlight, correct the errors shown and select “Save” again.
- Share the access code you have created with designees.

The screenshot shows the 'Create an Authorization to Release' page in the CSU, Chico Student Portal. The sidebar on the left has 'Authorization to Release' checked. The main content area contains instructions and a table for adding third-party designees.

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	
01/01/2001	Istanbul	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>

Buttons: Save, Cancel

For further assistance contact Student Financial Services at 530-898-5936 or cash@csuchico.edu