Submitting a FERPA release in Self-Service

1. In Self-Service, expand the “User Options” menu and select “Student Records Release.”

2. Click “Add Person/Relationship.”
3. Enter the information about the person, please ensure you have entered the information correctly so that C of I staff can verify the information with the individual. Make sure to check which information on your student record is available to them as will and click “Submit.”
   a. You are required to assign a PIN. When this person interacts with C of I staff they will be required to know the PIN you have assigned. Make sure to communicate that the PIN to them.

4. At this time, if you need to edit your release person, please contact the Registrar’s office at registrar@collegeofidaho.edu to make changes.