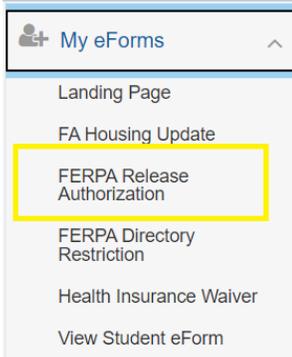


1. In WISER, using the left-hand menu, expand **My eForms** and select FERPA Release Authorization from the dropdown menu.



2. Carefully read through the **FERPA Release Authorization** text and **Grant/Revoke Access to a Designee** instruction.
3. If you would like to add a designee scroll down to the **Person(s) to whom information may be released** and complete the required fields

I. **First & Last Name**

First and Last Name ◇

Morticia Addams

II. **Relationship to you**

Relationship to You ◇

Neighbor

III. **Information (Refer to the Grant/Delete Access to a Designee instructions)**

***Information** ◇

3 - Both

IV. **Campus**

***Campus** ◇

UMass - Boston

V. **Timeframe**

***Timeframe** ◇

My time at UMass

VI. **Release PIN (numerical only)**

***Release PIN** ◇

8675309

- VII. If you wish to add more than one designee, select the + to add a row. Complete steps I-VI for the new person

- Next, complete the **Form Action Items**:
Slide the acknowledgement to Yes and click submit

Form Action Items

Acknowledgement

1 Yes

▶ **Comments**

- You will get a success message and can return to your Student Center ☺ This information will be available immediately for university staff to view once completed.
- Lastly, notify your designee, give them your student ID number, the release PIN and clearly outline the types of information you have approved for them.

To view, add or delete a designee:

Navigate back to your FERPA Release Authorization page. You will see all approved designees under the **Person(s) to whom information may be released** section.

To revoke permission, click on the minus symbol that corresponds to designee you would like to remove

*Release PIN ▾ +

8675309	+	-
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Delete row 1

Click OK & the blue **Submit** button to save.

Delete current/selected rows from this page?
The delete will occur when the transaction is saved.

To add permission, click on the + symbol to add a row, refer to step 3 for more information.

If you have any questions, please email Registrar@umb.edu