Overview: Additional Authorized Access (AAA) vs.
Third-Party FERPA Release of Non-Directory Information

Additional Authorized Access:

- Mizzou students can grant others direct and authorized online access to their student information, including, but not limited to, academic, financial aid, and student financial information.
- By authorizing Additional Authorized Access to an individual, a student acknowledges that the University is not responsible for any unauthorized disclosure of their information by that individual.
- Granting Additional Authorized Access to an individual does not grant third-party FERPA rights to that individual. (See below.)
- See Page 2 of this document for step-by-step instructions to set up AAA.

Third Party FERPA Release (Replaces “Green Form”):

- The Family Educational Rights and Privacy Act (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information see: [http://registrar.missouri.edu/policies-procedures/ferpa.php](http://registrar.missouri.edu/policies-procedures/ferpa.php)) without the written consent of the student or as specified by other exceptions noted in the law such as subpoenas and court orders.
- Students may provide written consent to allow MU staff and faculty to verbally release information to a third-party by updating the information on the FERPA tab in myZou.
  - This release does not authorize the release of written or electronic information.
  - The FERPA release does not duplicate AAA permissions. (See above.)
  - Students may not select subsections of academic records to release under the FERPA permission at MU. In other words, a student may not give a parent access to billing information, but not to grades.
  - Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a separate written format.
- FERPA allows, but does not require, the University release information even if third-party access has been granted to an individual.
- All permissions granted will stay in effect until removed by the student.
- See Page 6 of this document for step-by-step instructions.
- See these web sites for full explanation and regulatory exceptions:
  - [http://registrar.missouri.edu/policies-procedures/ferpa.php](http://registrar.missouri.edu/policies-procedures/ferpa.php) or
Grant Additional Authorized Access

1. Navigate to the Additional Authorized Access screen in myZou. There are three different ways to do this:
   a. Link on Home page
b. Link in Student Center
c. Link in drop down menu (Main Menu < Self Service < Additional Authorized Access)

2. Fill out the name and e-mail address of the individual you are granting additional authorized access. Then, check the boxes corresponding with the information you would like this individual to have access. After completing the access information, click save. To learn more about the options, click on “Explain These Options.”
After your student grants access, the individual will receive an email to the address specified in the previous step. The individual receiving the access will choose the link in the E-mail to proceed.

A myZou Additional Authorized Access account has been created for you by Truman Tiger.

You can access the account directly by clicking on the link below:
Additional Authorized Access Log-In

3. The link in the email will direct the authorized individual to the login page. Follow the specified links on the pages if the password is unknown.

4. After logging in, the individual will see the access that has been granted.

Below is a summary of the online access you have been granted using Additional Authorized Access. Control of the access authorization lies solely with the student, except for Financial Aid Verification which is also dependent on FAFSA information. Students may revoke or modify Additional Authorized Access at their discretion. Any questions or concerns should be directed to them.

Select the links below to view the detailed information for each area.
Granting Third-Party FERPA Release

1. Navigate to the Additional Authorized Access screen. There are three different ways to do this:
   a. Link on Home page
b. Link in Student Center

Theodore’s Student Center

Academics
Grades
Search
Plan
Enroll
My Academics
Schedule Planner
Request Degree Audit
Transcripts Audit Trail
Cart Letter Audit Trail

Finance
My Account
Account Inquiry
Manage Direct Deposit
View Bill
Paid Fees Letter

Financial Aid
View Financial Aid
Accept/Decline Awards
Report Other Financial Aid

personal Information
Demographic Data
Emergency Contact Names
Verify sex
AAA / FERPA

Contact Information
Local Address
Permanent Address
301 Tiger Ln Apt 616
None
Columbia, MO
65201-6194
Boone
UM Assigned Email Address
None
ttt26b@mizzou.edu

Other academic...  ➔
Other financial...  ➔
Other personal...  ➔

Search For Classes

To Do List
No Outstanding To Do’s.

Message Center
New Messages (2)

Enrollment Dates
Appointments Not Assigned Yet

Advisor
Program Advisor
Unassigned Advisor

Registration Help
How to add a class
How to drop a class

Helpful Links
MU Connect
University Service
myZou Training
Textbook Info
My Degree
c. Link in drop down menu (Main Menu < Self Service < Additional Authorized Access)
On the Additional Authorized Access page, **click the FERPA Permission** tab.

2. On the FERPA Permission page, fill out the name, phone number, and relationship for whom you are granting third party permission. After completing the information for access, choose Save.

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- [http://registrar.missouri.edu/policies-procedures/ferpa.php](http://registrar.missouri.edu/policies-procedures/ferpa.php)

Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all nondirectory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. Release of information is not required by law.

Also, this release allows verbal access only. Student’s signature will be necessary for any written or printed documentation such as grades. All permissions granted will stay in effect until they are removed by the student.