

# Overview: Additional Authorized Access (AAA)

## vs.

# Third-Party FERPA Release of Non-Directory Information

### Additional Authorized Access:

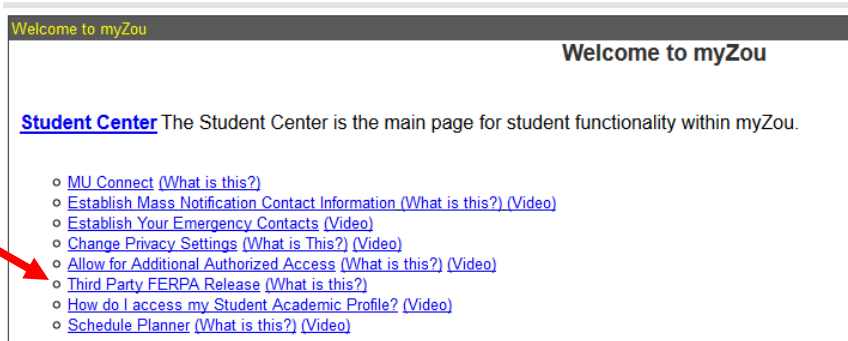
- Mizzou students can grant others direct and authorized online access to their student information, including, but not limited to, academic, financial aid, and student financial information.
- By authorizing Additional Authorized Access to an individual, a student acknowledges that the University is 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> ) 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> or
  - [http://www.umssystem.edu/ums/rules/collected\\_rules/information/ch180/180.020\\_student\\_records](http://www.umssystem.edu/ums/rules/collected_rules/information/ch180/180.020_student_records)

## ***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



Welcome to myZou

Welcome to myZou

**Student Center** The Student Center is the main page for student functionality within myZou.

- [MU Connect \(What is this?\)](#)
- [Establish Mass Notification Contact Information \(What is this?\) \(Video\)](#)
- [Establish Your Emergency Contacts \(Video\)](#)
- [Change Privacy Settings \(What is This?\) \(Video\)](#)
- [Allow for Additional Authorized Access \(What is this?\) \(Video\)](#)
- [Third Party FERPA Release \(What is this?\)](#)
- [How do I access my Student Academic Profile? \(Video\)](#)
- [Schedule Planner \(What is this?\) \(Video\)](#)

b. Link in Student Center

**Theodore's Student Center**

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▼ **Academics**

[Grades](#)  
[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)  
[Schedule Planner](#)  
[Request Degree Audit](#)  
[Transcript Audit Trail](#)  
[Cert Letter Audit Trail](#)

📅 Deadlines    🌐 URL

This Week's Schedule

	Class	Schedule
📅	AG_EC 1041-01 LST (50218)	TuTh 8:00AM - 9:15AM MIDDLEBUSH HALL 12

[weekly schedule ▶](#)  
[enrollment shopping cart ▶](#)

SEARCH FOR CLASSES

▼ **Holds**

University Registrar  
Human Environmental Science

[details ▶](#)

▼ **To Do List**

No Outstanding To Do's.

[more ▶](#)

▼ **Message Center**

New Messages (2)

[details ▶](#)

▼ **Enrollment Dates**

Appointments Not Assigned Yet

▼ **Advisor**

**Program Advisor**

Unassigned Advisor

[details ▶](#)

▼ **Registration Help**

[How to add a class](#)  
[How to drop a class](#)

▼ **Helpful Links**

[MU Connect](#)  
[University Service](#)  
[myZou Training](#)  
[Textbook Info](#)  
[My Degree](#)

▼ **Finances**

**My Account**  
[Account Inquiry](#)  
[Manage Direct Deposit](#)  
[View Bill](#)  
[Paid Fees Letter](#)


**i** You have no outstanding charges at this time.

[make a payment ▶](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)  
[Report Other Financial Aid](#)

other financial... ▼ ⏏

▼ **Personal Information**

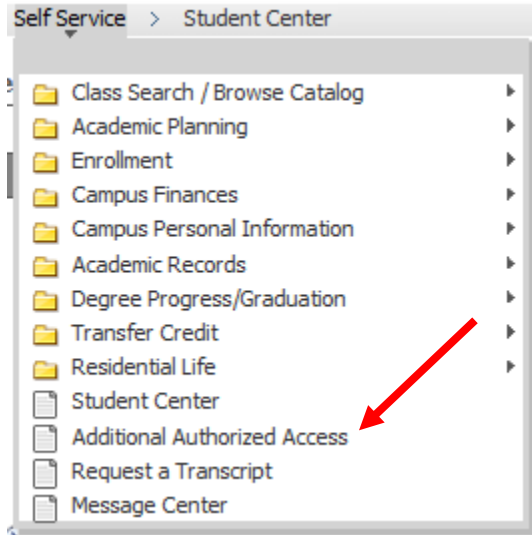
[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
[Verify ssn](#)   
[AAA / FERPA](#)

Contact Information

<p><u>Local Address</u></p> <p>301 Tiger Ln Apt 616 Columbia, MO 65203-8154 Boone</p> <p><u>Local Phone Number</u></p> <p>None</p>	<p><u>Permanent Address</u></p> <p>None</p> <p><u>UM Assigned Email Address</u></p> <p>ttt26b@mizzou.edu</p>
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other personal... ▼ ⏏

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.”

[delete](#)

Name

E-Mail Address

Confirm E-Mail

**Access Granted**

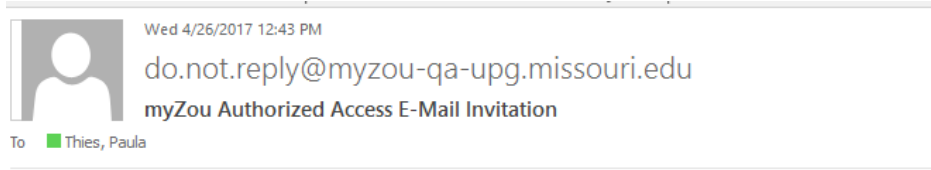
<input type="checkbox"/> Student Account Information	<input type="checkbox"/> Directory Information
<input type="checkbox"/> Academic Information	<input type="checkbox"/> Financial Aid
<input type="checkbox"/> Financial Aid Verification	

[Explain These Options](#)

**ADD MEMBER**

**SAVE**

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.

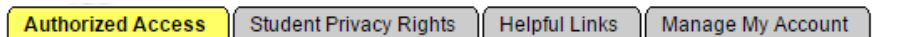
## Additional Authorized Access

E-Mail Address:

Password:

[Login](#)   [Forgot Your Password?](#)

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



[Sign Out](#)

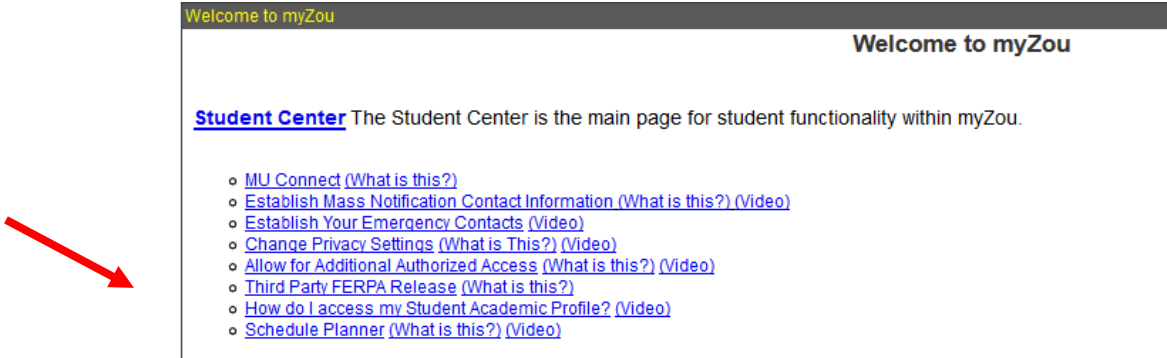
### Additional Authorized Access

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



The screenshot shows the myZou Student Center interface. At the top, there is a dark grey header with 'Welcome to myZou' on the left and 'Welcome to myZou' on the right. Below the header, the text 'Student Center' is underlined in blue, followed by the sentence 'The Student Center is the main page for student functionality within myZou.' A list of seven links follows, each preceded by a small blue circle. A red arrow points to the link 'Third Party FERPA Release (What is this?)'.

Welcome to myZou

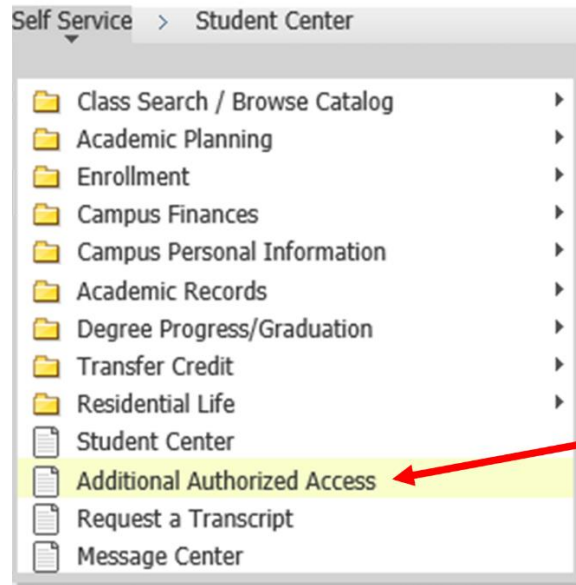
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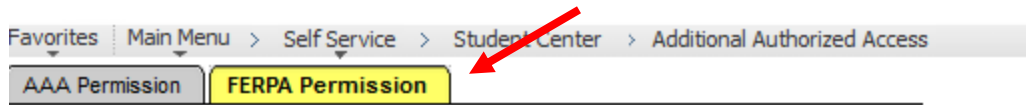
c. Link in drop down menu (Main Menu < Self Service < Additional Authorized Access)





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.



Truman Tiger

### FERPA Permission

(21016-70)

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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.

**FERPA Permission** Find First **1 of 1** Last

Name

Phone

Relationship

**SAVE**