



Process Document Entering Student Permissions_ Consent Form

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Entering Student Permissions_ Consent Form

Concept

Consent for someone other than a student to review/discuss/change the student's record can be granted in two ways. The preferred method is for the student to complete and submit a form that specifies who has access to their records. When a consent form is submitted, the person/s noted on the form have access to the student's record until the student indicates otherwise.

When a consent form is not submitted but the Financial Aid Office receives information via the tax verification process that the student was claimed on a federal tax form, consent to access the student's record is given to whoever claimed the student.

This topic covers how to allow consent based on a submitted consent form.



Navigation





Step	Action
1.	Click the University of Maine Systems link. ▶ University of Maine Systems
2.	Click the Records and Enrollment link. ▶ Records and Enrollment
3.	Click the Student Permissions link. Student Permissions



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Student Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:


Campus ID:

National ID:

Last Name:

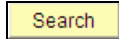
First Name:

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
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4. On the **Student Permissions** lookup page, enter your search criteria. Ideally, you should enter the student's MaineStreet ID (EmplID).
5. When ready, click the **Search** button.



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The screenshot displays the 'Student Permissions' interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below that, there are links for 'New Window', 'Help', 'Customize Page', and 'NET'. The main content area shows the user 'Luke Skywalker' with ID '0099999'. A search window is open, showing the search results for 'University of Maine' with 'UMS05' in the 'Academic Institution' field. The 'Student Permission' field is empty. The 'Effective Date' is blank, and the 'Status' is set to 'Active'. There is a 'Comments' text area. At the bottom of the search window, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
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6. The *Student Permissions* field is where you will indicate whether the consent is based on a submitted consent form or based on tax information received by the Financial Aid Office.

Click the *Look up Student Permission* button to lookup and select the appropriate option.





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Look Up Student Permission

Academic Institution: UMS05

Student Permission: begins with

Description: begins with

Short Description: begins with

[Basic Lookup](#)

Search Results

View All 1-2 of 2

Student Permission	Description	Short Description
CONS	Consent	Consent
TAX	Tax	Tax

Step	Action
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7. Since you are entering information based on a submitted consent form, select **CONS** from the list.

CONS	Consent	Consent
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MaineStreet

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Student Permissions

Luke Skywalker 0099999

Find | View All | First | 1 of 1 | Last

*Academic Institution: UMS05 University of Maine

*Student Permission: CONS Consent

Find | View All | First | 1 of 1 | Last

*Effective Date: 08/20/2007 *Status: Active

Comments

Save Return to Search Notify Update/Display Include History Correct History

Step	Action
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- | | |
|----|---|
| 8. | The Comments field is where you will enter information about the person/s noted on the student's consent form. |
|----|---|

Enter the *first name, last name and last 4 digits of the Social Security Number*.

Make certain that data entered in the **Effective Date** and **Status** fields is accurate.

For this example, we'll enter **Permission: Anakin Skywalker 9999** in the **Comments** field.



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MaineStreet

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Student Permissions

Luke Skywalker 0099999

Find | View All First 1 of 1 Last

*Academic Institution: UMS05 University of Maine

*Student Permission: CONS Consent

Find | View All First 1 of 1 Last

*Effective Date: 08/20/2007 *Status: Active

Comments

Permission: Anakin Skywalker 9999

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Step	Action
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9. After you have entered the required information, click the **Save** button.



10. **End of Procedure.**