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

![MaineStreet Menu](image)

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4. | On the **Student Permissions** lookup page, enter your search criteria. Ideally, you should enter the student's MaineStreet ID (EmpID).

5. | When ready, click the **Search** button.
Step 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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7. | Since you are entering information based on a submitted consent form, select **CONS** from the list.
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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.
### Step 9
After you have entered the required information, click the **Save** button.

### Step 10
**End of Procedure.**