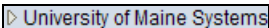
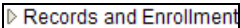

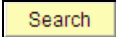





Entering Student Permissions_Consent Form

1.	Click the University of Maine Systems link. 
2.	Click the Records and Enrollment link. 
3.	Click the Student Permissions link. 
4.	On the Student Permissions lookup page, enter your search criteria. Ideally, you should enter the student's ID MaineStreet ID (EmplID) in the ID field.
5.	When ready, click the Search button. 
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. 
7.	Since you are entering information based on a submitted consent form, select CONS from the list. 
8.	The Comments field is where you will enter information about the person/s noted on the student's consent form. Enter the <i>first name, last name and last 4 digits of the Social Security Number</i> . Make certain that data entered in the Effective Date and Status fields is accurate.
9.	After you have entered the required information, click the Save button. 
10.	End of Procedure.