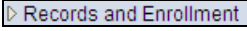
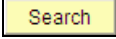

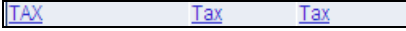






## Entering Student Permissions - Tax Data

1.	Click the <b>Records and Enrollment</b> link. 
2.	Click the <b>Student Permissions</b> menu link or folder.
3.	On the <b>Student Permissions</b> lookup page, enter your search criteria. In this example, we'll enter the student's last name and first name.
4.	When ready, click the <b>Search</b> button. 
5.	The <b>Student Permissions</b> 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 <b>Look up Student Permission</b> button  to lookup and select the appropriate option.
6.	Since you are granting consent based on federal tax information received by the Financial Aid Office, select <b>TAX</b> from the list. 
7.	The <b>Comments</b> field is where you will enter information about the person who claimed the student on the federal tax form. If the information was received from the Financial Aid Office, enter the following information for the person who is getting access to the student's record:  TY ( <i>the tax year</i> ) (FA) Permissible for the ( <i>year-year</i> ) academic year. The person's <i>first name, last name</i> and <i>last 4 digits of the Social Security Number</i> .  Example: TY 2006 (FA): Permissible for 07 – 08 academic year. Anakin Skywalker 9999  If the <b>Declaration of Dependency Status Federal Income Tax Return</b> was received use the same format as above except do not use the (FA) indicator.
8.	Since consent to access the student's record is only allowed during the current tax year, you must add a row to this record to indicate when this period will end.  Click the plus sign to add a new row. 
9.	Enter the last date of the tax year in the <b>Effective Date</b> field.
10.	Click on the drop-down arrow in the <b>Status</b> field. 
11.	Select <b>Inactive</b> from the list. 
12.	When all is set, click the <b>Save</b> button. 
13.	<b>End of Procedure.</b>